Chaperone Guidelines for All-State

A. **Prior to departure:**
   - Communicate with students and parents regarding housing arrangements
   - Review with your students the TMEA Student Code of Conduct, Katy ISD Student Code of Conduct, AND Katy ISD Travel Guidelines (included in their district information)
   - Provide itinerary to students and parents – stress the necessity of a prompt departure on Wednesday morning
   - Provide your cell phone number to Fine Arts Office (if you have not already done so)
   - Collect student cell phone numbers
   - Remind students of all required TMEA forms
   - Insure that instruments are secured and/or in hard cases for transport
   - Review per diem amounts with students
   - Confirm each student’s plan for return travel PRIOR to Tuesday, the week of the trip
   - Please report this plan (and your own) to the Fine Arts office. Confirm your students’ plans again prior to departure from Katy.

B. **Morning of departure:**
   - Check that each student has the required TMEA forms (Student Questionnaire, Code of Conduct and Medical Release Form) completed, signed, and notarized as needed
   - Confirm that each of your students has the appropriate audition or performance music, instrument, and required accessories
   - Students are responsible for loading their own instruments and luggage
   - Only backpacks and small instruments (violins, flutes, clarinets, etc.) will be allowed inside the bus – all others must be stored in luggage compartments below, or on the instrument truck.
   - Confirm that each of your students is present at departure

C. **During travel:**
   - Only PG13 (and below) movies may be shown on the bus en route
   - Students should remain seated at all times when the bus is in motion
   - Chaperones will distribute per diem cash and acquire the required signature from each student upon receipt
   - Relax – enjoy!

D. **During Convention:**
   - Upon check in make sure you get a copy of the master rooming list with room numbers for all students and chaperones. Carry this list with cell phone numbers with you at all times.
   - Upon arrival at convention center escort students to registration area and confirm that they are properly registered.
   - Remind students that Katy ISD has requested that movie access be turned off in student rooms and any charges beyond the room rate and tax is the responsibility of the student.
• Confirm that each student has a room key and that each room is as requested.
• Assist in correcting any rooming issues for students or chaperones at the front desk.
• Students MUST carry a copy of the TMEA code of conduct, with your cell phone number on it, at all times.
• Socializing should be limited to the public areas of the hotel (hallways, lobby, restaurant, etc.).
• Remind students to be considerate of other hotel guests (no practicing after 10 p.m. limit talking and running in hallways, etc.).
• Enforce curfew for each of your students this is YOUR responsibility.
• Refrain from any behavior that might be considered inappropriate for an adult role-model/chaperone during the convention (e.g. drinking, smoking, swearing, etc.).
• Report any infractions of TMEA or Katy ISD rules to Administrator immediately (First notice goes to your building principal).

E. Return trip:
• Confirm each students plan for return travel PRIOR to departure from Katy (No later than 2:00 p.m. Tuesday, the week of the trip.)
• You may release students only to their parent or legal guardian – be sure you are present when this occurs.
• Insure that students vacate their hotel room, store their luggage and clear any charges (phone calls, room service, etc.) no later than 12:00 noon on Saturday
• You must pay for your own room charges from the advance provided to you.
• Student may use the public restrooms off the hotel lobby for changing in and out of their performance attire
• Students are responsible for their own instruments and luggage

F. After convention: Send your receipts to the Fine Arts office for the amount of your advance. If you did not spend all of the advance, the difference must be returned to Katy ISD via check to the Fine Arts office within 5 days of your return.

G. Acknowledgment: My signature below attests that I have read and understand the instructions contained in these guidelines.

_______________________________________________________________________
Printed Name
_______________________________________________________________________
Signature
_______________________________________________________________________
Date