

Music Festival Sponsor Responsibilities

- Be active in supervising your students, knowing where they are at all times.
- Be active in ensuring your students are at rehearsals on time and participating. We need your help redirecting students who are not paying attention or are on their phones.
- We ask that students not use phones during rehearsals but only during breaks and need your help enforcing this policy.
- For sponsors staying in the gym, we encourage you to use the shower facilities at posted times for your safety.
- For sponsors staying in the gym, we ask that you ensure your students are quiet and resting when lights go out.
- For sponsors in the dorms, please be active in ensuring your students are in their rooms and are resting at curfew.

LVAES Chaperone Guidelines

We greatly appreciate the time our chaperones volunteer to help supervise students on off-campus trips. In order to ensure the most effect trips, thank you for observing the guidelines outline below:

Supervision

Chaperones are responsible for the behavior of those students assigned to them and should stay with their group for the duration of the trip. The supervision of student groups is the main responsibility of the chaperone, so any visiting with other chaperones should be at a minimum. Chaperones must keep a constant count of students in their groups.

Cell phones

If you have a cell phone, bring it with you on the trip for safety and emergency reasons, and leave it on while traveling. However, field trips are not the time for personal cell phone calls, and cell phones should be turned to vibrate during presentations. Please arrange your work obligations so you can give 100% attention to the children who you are watching.

Role modeling

It is important for volunteers to realize that they are acting as Christian role models for our students, so please demonstrate maturity in actions, attitudes, and dress.

Field trip permission and consent to treatment forms

Each student's signed permission slip should remain with that student's chaperone for the duration of the trip and should be returned to the teacher upon arrival back at the school.

Group selection

The teacher will select the groups ahead of time. There will be no changing of group members during the trip, and students must return with the same chaperone that took them. Only the teacher may make changes, and this is usually done only in the event of an emergency.

Siblings

Student's siblings must be approved

On the road

Please assist the teacher in monitoring the students to ensure safety for everyone. Students must remain seated during travel.

Discipline procedures

All discipline should be handled by the teacher, not by the chaperone. If a discipline problem develops, it should be reported to the teacher as soon as possible. Loud voices, disrespect, or any form of inappropriate behavior should not be allowed.

Treats

Chaperones are discouraged from making purchases for their group unless the same purchase can be made for the entire class. If a student forgets his/her lunch, the teacher should be notified as soon as possible.

Conclusion of the trip

At the conclusion of the trip, chaperones should walk the students back to their classroom and wait for the arrival of the teacher if the teacher has not yet returned.