

# CHAPERONE GUIDELINES

Thank you for volunteering your time as a chaperone for the A&M Consolidated High School Band. The following is a list of guidelines to better help you understand what is expected of the students and yourselves at events. After reading the guidelines, if you have any further questions, please ask the head chaperone or one of the directors. The Band Director will ensure the First Aid kit is to be carried to/from all Band events. Medical Forms are carried by the Band Director, and will be made available should first aid treatment be required. All chaperones should be aware of who has these items in case of an emergency. If an injury occurs please use your best judgment on how to handle the injury. Chaperones are encouraged to attend a First Aid / CPR training course prior to the beginning of marching season. Smoking is illegal on all CSISD property. Chaperones should never smoke around students.

## Chaperone Information

### Chaperone function:

- To support the band directors by providing adult supervision and guidance to the students at band events and activities;
- To promote a positive atmosphere of fun and camaraderie among the students;
- To help the students be prepared for off-campus performances;
- To ensure the students' safety by enforcing rules of conduct on the buses and at band events as listed in the CSISD student code of conduct;
- To provide the students basic necessities like water and restroom breaks;
- To ensure that we leave any area occupied by the students as clean as we found it;
- To help the students work through any problems that arise and to facilitate solutions.
- Remember, all chaperones are responsible for assisting any and all students in the band.
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### Chaperone Duties:

- Arrive 15 minutes before scheduled meeting time and check in with Head Chaperone.
- Make sure you have your chaperone badge and bus assignment.
- Pick up your "chaperone bag" – it contains essential items like garbage bags, paper towels, pencil, etc.
- If available, provide a cell phone number to the Band Director 3 – 5 days before the trip date;
- Check in with the Band Director at the designated time of day and pick up your bus roster for the event.
- Check with the head chaperone to get any special information for that game or event.
- Any and all discipline problems encountered on the trip should be reported to the Band Director as soon as possible.
- Put bus sign numbers on buses, taped to the window and visible from the outside.
- Assist the students as needed in the band hall as they prepare for departure.
- Before the students are dismissed to the buses, chaperones should go to the buses for student check-in and inspection.

### Boarding/Riding Bus Pre-event:

- Check each student's name off on the bus roster as they enter the bus and look

- at him/her to be sure that they have the following:
- All their uniform parts: pants, coat, black shoes, hat box
  - Black socks and band t-shirt on
  - Flip folder and lyre
  - Students with long hair need to have some means of putting it up so that it can be tucked under their hat.
    - Students may ONLY ride the bus to which they are assigned.
    - Take roll and take a head count BEFORE the bus leaves to be sure that all the students assigned to your bus have boarded (except those absent, of course)
    - Tell the head or assistant chaperone if students you expected to be on the bus are absent. They'll check with the band directors about those students and let you know - if you have any of these situations
    - Wait for the Band Director to clear your bus to leave
    - Ensure that the students follow the rules of conduct on the bus
  - Any rules communicated by the bus driver that day
  - No eating food while in uniform
  - Keep all hands and heads inside the bus at all times.
  - Students can NOT engage in any boyfriend/girlfriend type activities on the bus
    - Make sure that the students are ready to disembark – meaning fully dressed in uniform including instruments out of cases and put together – when the bus reaches its destination
    - Make sure the students have everything they need with them as they disembark –full uniform, hat, instrument, music, reeds, lyre, and flip folio
    - Make sure the students raise the windows if requested by the bus driver

**At the event:**

- You will be assigned one or more tasks at the event. These are generally:
- Stay with the band as they practice before halftime (you will then have another job assigned for post-halftime)
- Assist in distribution of water (drinks) to the students right after they perform
- Do not allow student to eat in the stands.
- **Make sure that the students do not loiter in or around the rest rooms.**
- Students must be in uniform AT ALL TIMES during the game, unless directed by Band Director. If jackets are removed, the bib straps MUST be on the shoulders.
- Students are to stay **IN** the stands **IN THEIR SECTION** and be ready to play at any time.

All chaperones are also responsible for:

- Encouraging the students to keep the area clean, particularly after halftime and at the end of the event
- Assisting students with any issues that may come up. However, remember that the band directors determine whether students can leave the bleachers.
- Ensuring that students follow the rules established by the band directors
- Making sure that only band students, directors and chaperones occupy the stands reserved for the band.
- Bring a student who tells you that they have permission to leave a game or competition **with** their parent to the head chaperone or band director.
- Make sure the student has made arrangements for their uniform to be taken back to the band hall and turned in

**Boarding/Riding Bus Post-event:**

- Take a head count BEFORE the bus leaves to be sure that all the students that came on your bus have boarded the bus

- Make sure that the students follow the rules of conduct on the bus's return trip to school

### **Arriving at the Band Hall Post-event:**

- Make sure the students close all windows, pick up all trash and take all their belongings off the bus
- Make sure the bus number signs are removed from the buses. Return to head or assistant chaperone
- Walk through the empty bus to ensure nothing is left behind – belongings or trash
- Turn in your nametag to the head or assistant chaperone.

### **DO's -**

- Wear your band booster shirt and nametag every time you chaperone any event –football game, competition, performance, etc.
- Stay within a few rows or within the near vicinity of the band.
- Deal with the students firmly but politely, making sure they follow the rules established by the band directors but have as much fun as possible within those rules
- Give POSITIVE support to the group especially after a performance.
- Show your students TRUST by giving them some freedom where possible.
- Refer a student to a director if an issue between you and the student appears it may escalate or you feel that the student is not respecting your directions to them.
- Make sure every student is chaperoned at all times
- Be CONSISTENT with the rules and regulations of the group.
- If a student tells you they have permission to leave a game or competition with their parent, bring them to the head chaperone or band director. The student and their parent must, **together**, come to one of these two individuals for the student to be released to the parent
- Make sure the student has made arrangements for their uniform and instrument to be taken back to the band hall and turned in.

### **DON'Ts -**

- Do not eat in the stands where the students sit. Students cannot; therefore, it is impolite for chaperones to do so.
- Do not allow students to eat in the stands.
- Do not allow students to wear anything when in uniform that is not an official part of their uniform – no jewelry (except that approved by the dress code), hats like baseball caps, etc.
- Do not allow students to go anywhere un-chaperoned
- Do not allow students to ride a bus different from the one assigned to them.
- Do not grant "special" favors to students who are under your direct supervision.
- Do not criticize the director or change policies that he has set forth on the trip.
- Do not use improper language or engage in any other negative behavior when students are present.

**REMEMBER – OUR JOB AS CHAPERONES IS TO HELP IN ANY WAY WE CAN SO THAT THE STUDENTS HAVE A GREAT TIME, A GREAT EXPERIENCE AND STAY SAFE WHILE PARTICIPATING IN BAND ACTIVITIES!**