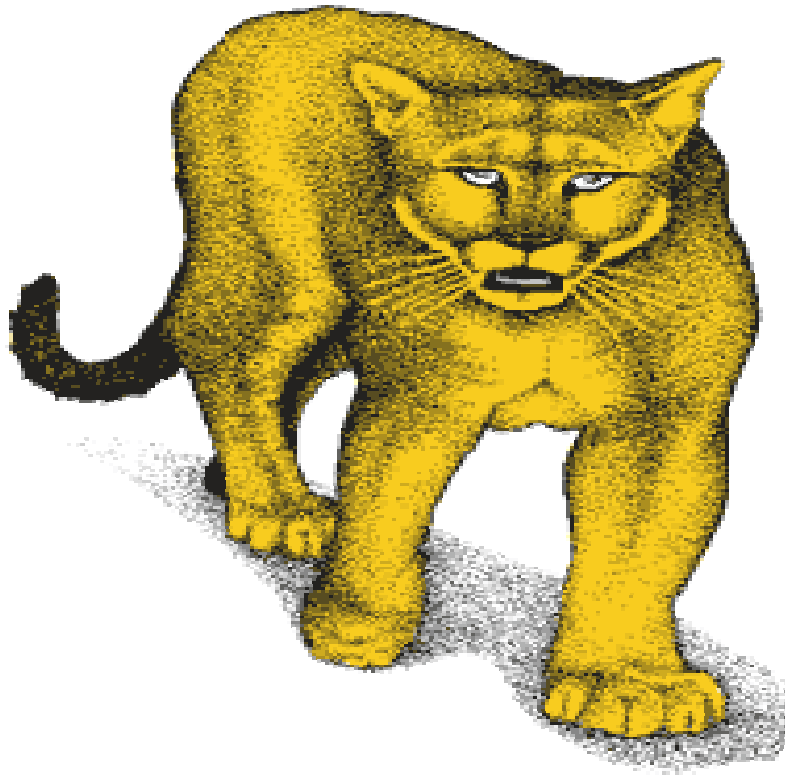


VALDOSTA HIGH SCHOOL BAND BOOSTERS

CHAPERONE GUIDELINES



I. PURPOSE

To support the directors and instructor and to help maintain order and discipline using the Band Handbook, the Valdosta High School Student Handbook, and the Valdosta City School System Handbook. Directors or instructors will have the final word in any given situation.

II. CHAIN OF COMMAND

- a. For Instructions
 1. The directors/instructors will inform the Chaperone Chairperson.
 2. The Chaperone Chairperson will inform the rest of the chaperones.
- b. For Problems
 1. The Chaperones inform the Chaperone Chairperson.
 2. The Chaperone Chairperson informs the Directors or Instructors.

III. CHAPERONE SELECTION

- a. Parents verbally express their interest and fill out the band booster interest survey.
- b. Prior and approved experience in chaperoning band trips.
- c. Participation in other band booster activities such as: meetings, concessions, fundraising drives, workdays, etc.
- d. Number of chaperones requested by the band director for each event.
- e. Attend chaperone training meeting.

IV. GENERAL DUTIES AND RESPONSIBILITIES

- a. Plan on arriving at least 15 minutes **before the called time** and remain after we return until all of the equipment is unloaded and the uniforms are put away.
- b. You must wear your Band Booster shirt and chaperone lanyard anytime that you chaperone.
- c. Please assist with making sure our band presents itself properly uniformed. Look for untied shoes, jackets opened, partial uniforms, socks that are not black, loose hat straps etc. Students are not allowed to wear jewelry with the exception of the auxiliaries.
- d. Please assist in the serving of food or snacks prior to games, out of town performances or festivals. Also, chaperones should make sure that water is iced down prior to leaving for out of town games, performances and festivals and make sure it is loaded and unloaded.
- e. Chaperones ride on the bus to help monitor any disruptive behavior that may occur and to be available to assist students as needed. It is necessary that an adult be at the rear, middle and front of the bus. If a Director is already located at the front of the bus, chaperones should be seated in the back and middle of the bus.
- f. Using a bus list, call roll after each stop and do a head count. Be sure not to leave a student's name uncalled. Consult the band handbook for sign-out policies.
- g. Students are not allowed off of the buses until the band director or instructors release them.

- h. Students are expected to respect all chaperones. They should refer to you as Mr. or Mrs. Any student that you feel has been disrespectful should be reported to the band director immediately.
- i. At all events, chaperones go wherever students go unless told to do otherwise by a director or instructor.
- j. Plan on helping anywhere you can i.e., passing out and taking up plumes at halftime and helping pass out snacks. When we have food or drinks make sure each band member is served before you get yours.
- k. **ALL DISCIPLINE** is done by **DIRECTORS AND INSTRUCTORS ONLY**. If you have a problem that you can't handle, take it to the Chaperone Chairperson or and they will take it to a director or instructor.
- l. **DO NOT** allow students to leave any performance or event unless the head band director gives them permission to do so. (See page 4 "Bus trips" letter d)
- m. **DO NOT** give a student permission to go to the restroom. Only directors or instructors will give permission for restroom breaks.
- n. Chaperones do not dispense any medications. For liability reasons, the Chaperone Chairperson has the students medical release forms in their possession and will dispense all medications.
- o. Chaperones may **NOT** smoke or use any type of smokeless tobacco on the bus, in the stands or around band members at **ANY TIME**.
- p. Keep a close watch to make sure everything is O.K. Be assertive if you see something wrong. Don't wait for something to happen. **BE PREPARED**.
- q. Chaperones are not allowed to bring other children that are not in the band program on any trip that they are chaperoning
- r. Chaperones are not guidance counselors, disciplinarians, or parents when chaperoning any band event...especially to your child. Chaperone all children equally and fairly. Your child will be treated like all of the other children with you there or not there.
- s. Chaperones do enjoy visiting with each other and visiting with others who may come to view the band. Visiting should never distract a chaperone from their purpose as stated in Article I.

V. FOOTBALL GAMES

- a. Wear your chaperone lanyard to get into the games. Make sure you return your lanyard to the Chaperone Chairperson after the game.
- b. Ask Chaperone Chairperson what jobs need to be done or what he/she would like you to do.
- c. While the band is performing on the field no one is allowed in the stands except band students that are not marching, chaperones, and directors or instructors.
- d. Students are not allowed to change seating while in the stands. They are to stay in their places at all times unless asked to do otherwise by a director or instructor.
- e. No alumni students or guest are allowed in the band seating area unless approved by a director or instructor.
- f. Students are not allowed to eat in the stands unless they are on a designated break or have permission from a director or instructor.
- g. In the stands, plan on sitting around the band to form a perimeter to prevent interference from others who could distract our band members.

- h. Band members should not be associating with anyone during the game unless instructed to do so by the instructor.

VI. BUS TRIPS

- a. Ask Chaperone Chairperson what jobs need to be done or what he/she would like you to do.
- b. Each bus will have a number placed on the window by each door, a bus bag, and water cooler prepared by the head chaperone.
- c. Assign yourself a seat on the bus in the back or middle of the bus first so you can watch the students on the bus.
- d. Students who have been given permission to leave early or are not riding home with the band on the buses are to:
 1. Have a note signed by the head director one day in advance.
 2. The head director will give these notes to the chaperone chairperson.
 3. The chaperone chairperson will notify each bus chaperone with the roll.
 4. Students and parents (or other approved person) will report to the bus chaperone before leaving.
 5. The meeting place for these activities will be in front of the student's designated bus.
- d. When arriving at an out of town event, the loading crew will be the first students to get off the bus.
- e. When arriving back to the school the loading crew and any uniform crew members will be the first students to get off the bus.
- f. Walkman, CD Players, MP3 Players, Ipods, and compact video games are allowed on the buses with the use of headphones. The general rule is that if you can hear it from where you are sitting then it is too loud.
- g. Keep the aisles as clear as possible.
- h. Students are not allowed to change or move around on buses while the bus is in motion.
- i. Students must be quiet at all railroad crossings.
- j. Make sure all windows are raised before leaving the bus.
- k. After each event, the chaperone with the bus list needs to immediately stand by their bus so that students and parents that are checking out can find them quickly.
- l. Always keep the buses as clean as possible. There will be plastic bags on each bus and students should begin cleaning the bus before we actually reach our destination.
- m. Remain on the bus until all students are off. Release students only after the bus has been cleaned and a staff member have given you permission to do so.
- n. Double check for things that have been left on the bus after the students have gotten off.
- o. Sweep the bus and empty all trash if needed.
- p. Return all bus bags, bus numbers, nametags, water coolers, etc. to the band room before leaving.
- q. Make the chaperone chairperson and directors or instructors aware of any discipline problems that you had while on the bus.

VII. STUDENT BEHAVIOR

- a. All Band Handbook rules, Valdosta High School rules, and Valdosta City School System rules apply
- b. No smoking, no smokeless tobacco, no alcohol consumption, and no use of profanity.
- c. No public display of affection to include things like but not limited to: sitting in each other's laps, kissing, intimate hugs, etc.
- d. A general rule of thumb is if it makes you feel uncomfortable then they probably shouldn't be doing it. You do have the authority to switch seating.

VIII. OVERNIGHT TRIPS

Specific instructions will be given for all overnight trips. Some cost will be incurred.