



Thank you for your interest in serving as a chaperone for the band programs. As an adult, typically the parent of a student at an event or on the trip, your role is to help get the kids safely and happily through the rigors of their action-packed itineraries. You are an extension of Band Director, staff and School District leadership and a liaison to the students. The Band Director and Staff will have elevated expectations of you and your number one reason for being a chaperone is to support the leaders and kids.

An essential trait for anyone wishing to be a chaperone is a genuine comfort with and desire to be around high school students. Chaperone responsibilities are substantial. It will be a rapid, non-stop series of constant duties, day and/or night, throughout the events and trips. Although we are always striving to make events and trips safe, enjoyable, educational, and memorable for our students, no chaperone should view an event or trip as a vacation.

The four most important things to remember about being a good chaperone are: energy, a positive mental attitude, flexibility, and good leadership.

*Energy – You will be up before the students and will go to bed after everyone else. You will be present for every part of the trip. It's up to you to make sure that your students show up for breakfast, get on the bus, and to ensure they are ready for the next activity. You are 'mom or dad' away from home. You need to be able to keep up with it all with a smile on your face.*

*Positive Mental Attitude – The mood of the group will be influenced by your attitude. If you're in a great mood, they will feed off your energy. If you're tired or frustrated, the kids will feel that, and it will influence how they perceive their trip.*

*Flexibility – It is so important be able to calmly handle the changes that WILL come up on a trip, and to be mindful of expectations. The Band Director will do everything in their power to make things run smoothly, but changes will happen, and every chaperone needs to be able to roll with it.*

*Good Leadership – Even though today's kids are so independent, they still look to adults on the trip for guidance, especially when they are out of their comfort zones. There are times when they get excited or upset, and having a calm, mature voice of reason is crucial. The Band Director relies on the chaperones to respect and support the decisions that have been made and the itineraries that have developed.*

Chaperoning can also be abundantly rewarding, and you will form lifelong bonds with the students and the other adults you travel with. You might not have much downtime, but you will help to shape the lives of so many teenagers, to be there and share in some of their once in a lifetime experience. Rewards like that don't get much better!

A chaperone's Key Roles are to assist with the following:

- Safety of band members
- Assist staff
- Assist with equipment
- Maintain order and adherence to rules
- Accountable for students
- Enjoy working with student



### **BACKGROUND CHECK (IF REQUIRED)**

Chaperones will need to complete a background screening which is kept on file by the Newton County School System. Please visit the School website to apply. Submit official background screening reports to the Band Director.

The Head Chaperone will attempt to pair new chaperones with experienced chaperones. The schedule will be set at the beginning of the season. Confirmations will be sent from the Signup application. If you cannot attend a schedule event, please make the adjustment in the Signup app and inform the Head Chaperone of the change.

### **BASIC REQUIREMENTS**

- Do not bring your own children (outside of the band) to the chaperoned event.
- You must be a parent/guardian or alumnus to be a chaperone.
- You must be an active participant of the Band Boosters organization.
- You must be out of school a minimum of 4 years and be over the age of 21 before you may chaperone. (Exceptions may be made for a specific event.)
- Chaperones must wear required lanyard/id and/or shirt as required.
- Chaperones are representatives of the Newton County School System, and any inappropriate conduct may be filed with NCSS.

### **BAND DIRECTOR**

The Band Director is the school system representative and ultimately responsible for the entire organization. The Band Director will ensure that any special county, bus, venue, or other requirements will be followed. Prior to the buses moving, the Band Director will ensure that a chaperone is on the bus and located throughout the bus. If there is only 1 chaperone on a bus, then the chaperone will be positioned on the back 1/3 of the bus. If there is no parent chaperone on the bus, the band director will require a staff member to serve as chaperone on the bus.

It is expected all chaperones will respect the decisions and authority of the Band Director. Chaperones will be considered a part of the student group. All chaperones will report to the Head Chaperone and Band Booster President and follow the guidelines below.

### **CHAPERONE DUTIES AND RULES WILL INCLUDE BUT ARE NOT LIMITED TO:**

1. Chaperones are "ON CALL" at all hours of events, including down times. Let people know where you are.
2. Responsible for assigned group of students throughout planning and execution of trip.
3. Attendance at any pre-trip chaperone meetings and meetings during the trip will be mandatory.
4. Prior to the trip, may be asked to personally contact a parent of each student in assigned group to share trip details, answer questions and gather any student information necessary.
5. Compile an emergency contact list and trip communication plan that has been approved of by the Band Director for the group.
6. Required to attend all band functions during the trip.
7. Responsible for getting assigned group to breakfast on time.



8. Responsible for ensuring students have all required items needed for the day's events.
9. If needed, work in shifts with other chaperones including supervision during all daytime activities as well as nighttime hotel hallway/room monitoring.
10. Assist with bus loading and attendance and enforce the no-coed-seating rule.
11. Chaperones will monitor bus driver and will maintain an awake and alert person at all times to monitor driver status and ensure driving safety.
12. Assist with the collections and distribution of band uniforms.
13. Assist with equipment loading, unloading, and handling as needed.
14. Assist with snack and meal preparations, serving and clean-up.
15. While the band is performing, Chaperones will ensure that no unauthorized people are in the band area.
16. Chaperones will always be available to provide TLC when needed!
17. NO CHAPERONE WILL ISSUE DISCIPLINE TO A STUDENT FOR A MAJOR INFRACTION. Report ALL problems/concerns to the Band Director.
18. Report all band member dress code violation concerns to the Head Chaperone. The Band Director or chaperone will be responsible to address the issue with the student.
19. Non-marching band siblings of students cannot be part of the band events/trips.
20. ALL policies and procedures of the Newton County School System will be applicable on all trips, including NO SMOKING, CONSUMPTION OF ALCOHOL OR USE OF ILLEGAL SUBSTANCES BY ANY CHAPERONE.
21. Overnight Trips
  - Chaperones will take turns watching the hotel hallways and will have designated times of patrol on overnight trips. These are integral to the safety of our students.
  - Chaperones will be responsible for walking through the rooms upon arrival to take notes of any items that are missing/not working.
  - Chaperones will be responsible for walking through the rooms upon departure to make sure there has been no damage and the room is presentable.
  - Chaperones will ensure that no couple or members of the opposite sex are in students' rooms unless there is a specific event in which they would be accompanied by an adult.
  - Chaperones will return hotel keys of their assigned students to the designated adult.

#### TRIP CHAPERONE SELECTION

1. A **ratio** of chaperones to students will be established by the Band Director as directed by the bussing company or school system.
2. **Seniority** of Chaperone – Preferences will be given to those who have shown commitment to the program throughout the years.
3. **Cross- Participation** – In order to be qualified for the trip, potential chaperones must have volunteered time to band sponsored programs and events. We want parents who want to invest in the program and all of the student, not just their own student.
4. **Executive Board Preference** – The members of the booster executive board, as long as they meet the criteria, will be given preference to chaperone the trip. These are the adults who have helped plan the trip and have worked countless hours to ensure the students get the best educational and bonding experience.



## **DRESS**

Chaperones are expected to dress appropriately always. Preference is nice jeans/shorts with band t-shirt. Sneakers are recommended as you may need to move equipment. If required, a chaperone or event shirt and lanyard/ID will be worn.

## **BASIC GUIDELINES**

- Never allow a single band member to leave the group unescorted. Band members should always be in a group of two or more.
- Don't allow, encourage or ignore exceptions to rules.
- Don't wander off - always be available to students and staff.
- Take issues of concern to the Band Director or a staff member.
- If a chaperone would come to any event under suspicious belief of any influence, they will have all rights to chaperone revoked permanently with the band. This event will be filed with the School District Administration.
- If students are not permitted to go to the concession stand, neither are chaperones.
- At any event, personal problems stay at home. You are there to provide the highest level of supervision to students. Any chaperone that is not of the correct emotional state, will be asked to leave their chaperoning duties.
- Don't treat your own child differently. Let other chaperones supervise your child.
- Don't perform tasks that are band member responsibilities.
- As a chaperone, do not assume that you have the right to make decisions for the students. That is the responsibility of the staff alone.

## **STUDENT ACCOUNTABILITY/SAFETY**

Make sure that students are accounted for before leaving each location. Roll call sheets must be read completely. All students must be seen and heard before leaving. Sheets must be initialed and confirmed with staff before leaving. If any situation seems uneasy in the least, please inform the Band Director immediately.

## **BUS SAFETY**

Bus drivers oversee their buses.

- Students must remain seated in their chosen seat to and from the event and while the bus is in motion.
- There is to be no standing or sitting on seat backs.
- Nothing is to be outside bus windows at any time.
- Students are not permitted to yell from bus windows or throw any object.
- Personal belongings cannot be piled higher than the seat back.
- Aisles must be clear to allow easy access to emergency exits.
- Rear doors are only used in an emergency or when permitted by staff.
- Students are to act orderly always.
- There is to be no shouting or screaming.
- Students are not to change into anything less than a t-shirt and shorts on bus. (No stripping down to underwear or skin will be tolerated.)



- While listening to music or videos, students must use headphones or have volume at a reasonable level (if disturbing others, will have to turn off – this applies to chaperones as well). Electronics/personal items brought on bus are at student’s risk.
- Electronics and cell phones are not permitted at the event while in uniform. This will be addressed by the Band Director if the situation would be allowed.
- Food and drink (in a closable container) will be allowed if the driver permits (always ask when getting on the bus).
- Band members must close windows and clean debris upon return.
- Please leave the bus cleaner than when we got on.
- No coed seating or “PDAs” – Public Displays of Affection are acceptable. If you see inappropriate behavior, remind band members of their responsibility to behave properly. If it continues, inform the Band Director or staff.

If a chaperone is uncertain of any situation, please consult a staff member.

### **CHAPERONES SHOULD BE DISTRIBUTED THROUGHOUT THE BUS.**

#### **PRIOR TO EACH EVENT**

- Chaperones will meet at designated time in the band room a minimum of 30 minutes prior to departure time.
- Check to make sure first aid kit/backpack is complete.
- Please ask Band Director for special instructions.
- Chaperones may need to make minor uniform repairs, in the rare event of unavailable representatives.

#### **AT THE EVENT**

- Do not dismiss your bus until directed by a Staff member.
- Upon arrival, please help to unload the bus/van.
- If a student has forgotten something, have them consult the Uniform Room Student Supervisor for a replacement.
- Walk beside band formation for security and control. Chaperones should disperse across the entire group to provide safety and supervision. You are to be aware of unsafe situations and report them immediately to the Band Director. There should always be a chaperone at the front and back of the group.
- Do not leave the stands during a performance of any kind. Everyone should be quiet, attentive, and respectful of whomever is performing. Talking should only be permitted between performances.
- Sit along edge of band in public stands.
- Don’t distract band members when in formation. A chaperone is asked to quietly watch performances and should never approach the group during any performance unless an emergency occurs.
- Keep garbage bags accessible for students.
- During events, band members may not leave the stands to visit with anyone, including parents.
- During an event, the staff is responsible for your child. Do not put your child in a position that stands between a chaperone and staff.



- No profanity. Please take this to the Band Director immediately.

### **IN TRANSIT AT LOCATION**

- Control traffic when band is marching to or from stadium.
- No one is to walk between the band except band staff.
- Please do not allow anyone to “cut ranks” at events. The band must stay as a unit.
  - It is customary to ask someone to please wait until the band passes and say, “Please do not cut ranks.”
- Please inform the Band Director immediately of any issues.

### **RESTROOMS**

- Escort band members to and from restrooms.
- Have at least two band members (of the same gender) in a group.
- You may have to help hold their jackets while students are in restrooms.
- Confirm with the Band Director or other Staff prior to taking students to the restroom.
- Never take students close to performance/departure without Band Director permission.

### **HEALTH ISSUES**

All health issues should be brought to the band nurse or Band Director, in the absence of the nurse. Issues will then be taken to the Emergency Medical Technician/Paramedic provided at all events, if deemed necessary. It is not legal for a chaperone to administer medication, unless given to their own child and it is registered with the band medical kit. Parents giving meds to their own children still must register it on the medication log for the student.

The band “nurse aide,” Head Chaperone or Band Director may give medication and first aid supplies to a band member if it is properly registered and logged into the medication administered sheet.

Applies to trips: Students are not permitted to take any medication unless it is provided by the parent/doctor and is in an original labeled container. The following information must also be included: dosage, time and any specific instructions. A note must be signed by the parent and doctor confirming the use of the listed medications. The nurse must also sign the record of medical treatment form.

### **DISCIPLINE**

Do not discipline band members. Responsibility for discipline belongs to the Band Director, Staff and the Newton County School System.

### **CONFIDENTIALITY**

- Student information is confidential as are student actions concerning any form or discipline. Don’t call parents to discuss any issue regarding band members. This is not your responsibility. This responsibility belongs to the Band Director and Staff.
- If a chaperone breaks confidentiality or is found in breach of this conduct, the individual will be removed from his/her chaperoning responsibilities. Chaperones may be denied future approval to chaperone.



#### **AFTER THE EVENT**

- Have band members clean up their own trash.
- Check for items left behind on the bus.
- If found, turn them into lost & found in the band room.
- Collect any distributed "extras."
- Return chaperone backpack to the chaperone cabinet.
- Refill any items that may have been exhausted with supplies.
- Contact the Head Chaperone if any supplies need replenished.

**THE CHAPERONES MUST REMAIN UNTIL ALL STUDENTS HAVE DEPARTED.**