

**SEBASTIAN RIVER HIGH SCHOOL BAND**

**CHAPERONE HANDBOOK**

**Revised August 06**

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**CHAPERONE CONTRACT**

I have read and agree to adhere to the policies set forth in the Sebastian River High School Band Chaperone Handbook (Revised August 06).

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Chaperone Signature

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Printed Name

# CHAPERONE HANDBOOK

## I. PHILOSOPHY

A well-organized chaperone program can be extremely beneficial to the smooth operation of the band program.

In many circumstances, the success of the band is dependent on the support and assistance of dedicated parents who believe wholeheartedly in the band program.

All parents and other interested persons are encouraged to volunteer for various band activities during the year.

In accordance with the Indian River County School Board and Florida High School Activities Association policy, it is the direct responsibility of the band director to secure an adequate number of chaperones to provide appropriate supervision of students on trips and certain other activities where adult supervision is required.

It is the expressed philosophy of the school that all qualified parents or other qualified persons be given a fair opportunity to serve as chaperones in so far as is possible within the scope of the numbers of chaperones needed and their availability to serve when called upon.

## II. CHAPERONE CHAIRPERSON

The Chaperone Chairperson is an elected member of the Executive Board.

The Chaperone Chairperson shall be in general charge of chaperone assignments and activities during the course of any trip or activity. However, the band director shall retain final responsibility for the chaperone program.

## III. SELECTION CRITERIA

**A. Number of Chaperones.** As a general rule, one chaperone shall be secured to each ten students, which includes local or on site activities depending on the nature of the activity. When possible, this number should not include members of the band staff.

## **B. General Qualifications**

1. All chaperones shall either be fully active, participating members of the “SEBASTIAN RIVER HS BAND BOOSTERS”, or volunteers.
2. All chaperones/volunteers must complete the school volunteer registration form each year.
3. All candidates for chaperoning must be well known and have proven their ability to relate well to students and work harmoniously with other adults. Potential chaperones should make themselves visible at band functions and work projects. Candidates should volunteer their time at fundraisers and serve on sub-committees.
4. All persons must have attended one chaperone training session per year. At that time they will receive a Chaperone Handbook and sign an acknowledgment form.
5. All chaperones must adhere to the Indian River County School District Code of Conduct, which would include **NO SMOKING, CONSUMPTION OF ALCOHOL, OR USE OF ILLEGAL DRUGS** while serving in the capacity of a chaperone.
6. All chaperones must adhere to the dress code.

**IV. SELECTION PROCESS.** A fair system of selection will be utilized to secure chaperones from those individuals who have requested to serve and who have met the general qualifications.

- A. All interested persons should call or e-mail their specific requests to the chaperone chairperson.
- B. In the event that you are not contacted or feel overlooked, make your desire to serve specifically known to a board member or the chaperone chairperson. Make sure that you have been visible in the organization and that you remain visible.
- C. If at any time the band director or the head chaperone feels a chaperone is not cooperating with them and their efforts to help the band, that person may be removed from the rotation.
- D. Some parents may volunteer for special jobs or tasks and may be trained to do a re-occurring essential task. Therefore, these parents will be asked to serve on a repeated basis as necessary. This is in keeping with the basic philosophy

providing for a smooth and efficient operation of the band program. Every effort will be made to rotate as many of these jobs as possible.

- E. There are many factors that are also considered in the selection process such as:
  - 1. Experience/special skills
  - 2. Stress/demand of the activity
  - 3. Rooming/housing considerations
  - 4. Male/female ratio
  - 5. Seating availability (bus/stadium)
  - 6. Ability to relate to and work well with students and other adults.
- F. Experience with previous out of town trips is also a factor in the selection process, especially for overnight trips or trips to festivals. On every trip, the band must have veterans who are familiar with how things are done in order to provide for the smooth operation of the band and also new people who are basically there to learn from the veterans how things are done.
- G. The band director has the final say for chaperone lists for any event.

#### V. **GENERAL RESPONSIBILITIES**

- A. Chaperones are expected to attend a briefing and have attended chaperone training prior to any band activity or trip. Briefings for major trips/events may be longer and held at a separate time. In husband/wife situations, both are expected to attend.
- B. All chaperones are to be available to the band director and band members at all times. Keep in mind that all trips and activities are originated for the **STUDENTS. NO PERSONAL AGENDA PLEASE.**
- C. For liability coverage, siblings are not allowed to accompany chaperones/volunteers while on duty.
- D. **PLEASE UNDERSTAND IT IS INAPPROPRIATE TO DISCUSS ANY STUDENT, FACULTY, OR STAFF IN A NEGATIVE WAY.**
- E. The authority of chaperones is limited to general supervision of students and the enforcement of appropriate behavior. Chaperones should balance their authority with common sense and courtesy. Please refrain from engaging in an argument with the student. Chaperones are to report any behavior problems to the chaperone chairperson or to the band director. Any physical discipline administered will result in **immediate dismissal** as a chaperone.
- F. All events/practices and trips will include first aid chaperones. Any illness or accident is to be turned over to them immediately. They are trained to handle

these situations. First aid will report the incident to the chaperone chairperson, lead chaperone, or the director.

- G. Chaperones must maintain a good sense of humor, but must also maintain a business-like atmosphere. Please be flexible. Unusual situations should be run by the chaperone chairperson or the lead chaperone. Matters of serious concern or emergencies should be brought to the attention of the band director.
- H. Please hold your suggestions and ideas until the end of the trip or activity if possible. Game plans are made by the leaders in advance and changes to accommodate new ideas (even if they are better ideas) can cause unforeseen problems. All constructive ideas are appreciated at the appropriate time. Positive comments are welcome.
- I. You may be asked to wait with students after events until they are picked up by a parent. **PLEASE ADJUST YOUR SCHEDULE ACCORDINGLY.**

## **VI. FIRST AID CHAPERONES**

- A. The First Aid Lead Chaperone is appointed by the Band Booster President at the beginning of the fiscal year.
- B. The Chaperone Chairperson is in charge of making sure the First Aid Lead has an adequate number of First Aid Volunteers at all events.
- C. The First Aid Lead will make assignments based on the type of event the band is attending.
- D. One First Aid chaperone will be assigned to each bus for away games/events. There will be five First Aid chaperones for any home game/event.
- E. First Aid chaperones must possess a current CPR or First Aid certification.
- F. First Aid chaperones will be instructed on the AED and its location at the school.
- G. Any time a decision to dial 911 is made the directors must be notified immediately as well as the parents/guardians of the student.
- H. The Risk Manager of the Indian River County School District must also be notified of any accident/injury ASAP.
- I. A First Aid chaperone will accompany the student to the hospital if the parent/guardian is unavailable.
- J. No First Aid chaperone should send a student home without consulting the band director and the parent/guardian.

- K. The First Aid chaperone is required to complete a School District of Indian River County “Standard Student Accident Report Form” in the event of any injury.

**VII. DRESS CODE:** Chaperones/Volunteers must adhere to the dress code as follows:

A. Camps/Practices:

- 1. Grey chaperone T-shirt
- 2. Shorts (any color)
- 3. ID Badge

B. Home Football Games:

- 1. Current Blue-Collared Band Shirt
- 2. Long Blue Jeans (no shorts)
- 3. ID Badge

C. Away Football Games:

- 1. Current Blue-Collared Band Shirt
- 2. Long Black Jeans/Black Slacks
- 3. ID Badge

D. Parades

- 1. Current Blue-Collared Band Shirt
- 2. Long Black Jeans/Black Slacks
- 3. ID Badge

E. Festivals and Concerts

- 1. Current Blue-Collared Band Shirt
- 2. Long Black Jeans/Black Slacks
- 3. ID Badge

F. Concessions

- 1. Grey chaperone T-shirt
- 2. Shorts (any color)
- 3. ID Badge

**G. Equipment**

1. Home Games
  - a. Current Blue-Collared Band Shirt
  - b. Black or Blue Jeans Shorts or Slacks
  - c. ID Badge
  
2. Away Games
  - a. Current Blue-Collared Band Shirt
  - b. Long Black Jeans/Black Slacks
  - c. ID Badge

**VIII. CAMPS**

- A. Be prepared for long days and short nights. The days run from 7:00 a.m. until 10:00 p.m.
  
- B. Students are to be supervised during free time and at all meals.
  
- C. You may be asked to help with field maintenance, making sure that the field lines are plain and visible and that all anthills are marked.
  
- D. Making sure that there is water available at all times that the students are on the field is also very important.
  
- E. If band camp is held away from school, all chaperones must travel to and from band camp with the students and remain at the camp for the entire period.

**IX. LOCAL PARADES**

- A. Chaperones are needed to walk with the band in case of students who have to fall out along the way. The Chaperone Coordinator will assign these.
  
- B. Water will be made available at the end of the parade route. The Equipment Committee should coordinate this.

**X. HOME FOOTBALL GAMES**

- A. All chaperones should sign-in and meet at the band room at 5:15 p.m. for a briefing and job assignments. It is important that you be on time so things can run smoothly.

- B. Chaperones must stay with the band at all times. Restroom breaks are permitted when there is adequate coverage. Chaperones should not be eating/drinking until the 3<sup>rd</sup> quarter when students have their breaks.
- C. Chaperones should always come prepared for rain.
- D. **CHAPERONES MUST SIT IN THE ASSIGNED AREA. PLEASE DO NOT INVITE ANYONE TO SIT WITH YOU.**
- E. You may be asked to escort students to the restrooms. **ALL CHAPERONES** are to help with this.
- F. Please stay off the field and track area unless you are assigned there.
- G. Please do not show up to chaperone unless you are assigned for that activity.
- H. The following is a list of duties you may be assigned to at a home football game:
  - 1. Uniform adjustments
  - 2. Care of flags and props
  - 3. Transporting equipment to and from the field.
  - 4. Patrolling the fence at half-time
  - 5. Passing out raincoats, plumes or flags
  - 6. Escorting the band from the school to the stadium and back to the school after the game.
  - 7. Refreshments after half-time
  - 8. Field equipment placement
  - 9. Rest room escorts
  - 10. Retrieve dropped items from the field
  - 11. Clean up stands during half time and at the end of the game.

## **XI. AWAY TRIPS**

- A. In order to be considered for chaperoning an away trip, you must be well known and have had previous chaperone or volunteer experience at local or on site activities. Indian River County School Board Policy states that all chaperones traveling with students on overnight trips must be fingerprinted and photographed at the Indian River County School District Office.
- B. Chaperones will be told when to report, which will usually be at the same time students are scheduled to report.
- C. All chaperones must travel on the bus with the band to the event.

- D. Ask to see the trip information sheet so you will be aware of any special instructions ahead of time. Most of the time, meal plans are made and this information is on the trip sheet. All meals are the individual's responsibility unless group meal plans have been made. In the event that the band is stopping and eating as a group, all chaperones should pay for their own meals.
- E. Visiting relatives, shopping or individual sightseeing are not allowed. Please do not invite others to meet you at our out of town events for visiting or socializing.
- F. **CHAPERONES MUST STAY WITH THE BAND AT ALL TIMES**, unless otherwise assigned by the Chaperone Chairperson. Relatives and friends are welcome to watch the performance but should sit in the general seating area.
- G. The head chaperone on each bus will be assigned a radio and/or a list of cell phone numbers. They need to make sure that roll call is taken on the bus every time the students load. We do not want to leave anyone behind. They are also responsible for making any announcements.
- H. Chaperones should secure their seats before the students enter the bus and then leave the bus if they have duties to perform. The head chaperone should sit in front, the medical chaperone should sit in the middle of the bus, and the rest of the chaperones need to spread out, making sure someone is in the back.
- I. All chaperones need to help keep order on the bus. Students are to first be given a warning if they are causing problems on the bus. If there is a student who consistently refuses to cooperate, the head chaperone on the bus should be notified. The head chaperone will assign the student to sit with a chaperone for the rest of the trip. If problems continue, the chaperone chairperson needs to be radioed and the bus may be pulled over for the band director to handle the situation. All discipline actions should be reported to the Chaperone Chairperson upon reaching our destination.
- J. Make sure that the behavior on the bus is conducive to a safe trip for all. **HANDS & HEADS** inside at all times. Talking at a moderate level and **NO RADIOS PLAYING**. (Personal Music Players with headphones are okay). **NO BLANKETS ALLOWED**. Students who are cold should bring a jacket.
- K. If there is a VCR on the bus, only **G** and **PG MOVIES** are allowed. The chaperones may want to bring movies along so they are sure of the rating.
- L. Only in the event of an emergency are students allowed to use the back door of the bus as an exit.
- M. Before leaving campus at the end of a trip, all chaperones must check out with the head chaperone, return their ID Badge, and turn in the bus inspection check list.