

Revere High School Marching Band Chaperone Guidelines 2007-2008

Thank you for volunteering your time as a chaperone for the Revere High School Marching Band. The major role of a chaperone is to insure the safety and well-being of all members of the band. It is virtually impossible to anticipate all situations, however chaperones are encouraged to be watchful and to quickly address any situations which might arise.

The following are lists of guidelines to help you better understand what is expected of you and the students when in public; whether at a home or away football game, competitions or during overnight trips. After reading the guidelines if you have any further questions about a policy please ask the head chaperone or one of the band directors.

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General Information:

Required Volunteer Registration: The Board of Education requires all chaperones, adult pit crew, and other adult volunteers that deal directly with the students to undergo a background check through the fingerprinting process. There is a fee associated with this, currently it is \$15. You must register at least two weeks prior to volunteering. This can be done at the B.O.E. building or at the Bath or Richfield police office.

Injury / Sickness Procedures: All chaperones should be aware of whom the Band Director is. The first aid kit and medical forms are to be carried by the chaperones on the equipment bus. Any medications given must be documented and checked against the permission sheet.

Do not be afraid to ask for assistance. Illness and injury, though infrequent, are always a possibility and chaperones should be aware of the procedures for dealing with injuries and illness:

Keep all other students away from the sick or injured student. Notify the band Director, head chaperone, and/or other appropriate school officials.

The appropriate line of communication for issues is; Students > Chaperone > Head Chaperone > Band Director > School / Bus Garage / Authorities.

What to Wear: Although Chaperones do not have an "official" uniform, it is suggested that all Chaperones wear school colors, red white or blue. Shorts are allowed when tasteful; not too short. It is imperative that Chaperones wear closed toe shoes such as tennis shoes. You will be doing a lot of walking and climbing the stadium bleachers to distribute water. It is also an option to purchase and wear one of the band shirts or hooded jersey. The shirt order form is located in the band room. It takes a couple of weeks to process, so order early. When Chaperones wear the band shirts we show school spirit, and it is easier for the students and staff to recognize you as a volunteer. Band raincoats can be signed out and returned to the uniform room in the band room.

Smoking and Alcohol: The Revere student code of conduct does not permit smoking by students at school functions and we ask that chaperones follow the same procedure. Chaperones should never smoke around students in any case, as some are allergic to the smoke and it sets a poor example. Smoking on any trip or function by students could result in dismissal from the band. Chaperones may smoke if away from the students and if it is not causing problems for others to be around. The consumption of alcoholic beverages by any student, chaperone, or staff at any band event is strictly forbidden. Chaperones are NEVER "off-duty" during a band trip.

Minimum Number of Chaperones: There should be a minimum of one chaperone for every 10 to 15 students on any given trip, and two chaperones per bus. Our band has approximately 100 students; therefore we will need a minimum of 10 chaperones. If the Band travels to a football game or competition in 5 busses there should be a minimum of 12 chaperones on that trip. The band adult pit crew may double as chaperones on the busses.

Football Game Procedures for Chaperones (Home or Away):

Upon Arrival at the School: All volunteers should sign-in on a sign in sheet at the uniform room. Please include any numbers for cell phones you are carrying with you. You should next locate the Head Chaperone for further instructions or assignments. You will then be given a chaperone tag to wear. This will identify you as a volunteer for that game or competition and allow you entrance into the stadium. Name tags will also be available.

Water: Before every football game, chaperones are responsible for the band water coolers. Water is the bloodline for the band before and after performances. It is an important responsibility that is taken care of by the chaperones.

It is extremely important that students have access to water during warm up and after a performance. Many times the band wind instruments, color guard, pit and drums warm up in separate areas. Chaperones should be aware of each of these warm up areas for security and water. Chaperones will also be responsible for "watering the band" at the start and throughout the football game. Remember that the first few games are pretty hot, and the students will need a lot of water.

Busses: Before the busses depart for an away football game, a head count must be taken of each bus. The student "Bus Captain" assigned to your bus will take the head count or take roll and report back to the Chaperone in charge of the bus. Chaperones are to verify the roll call. Students will be assigned a bus for football games. They will be instructed to sit on the same bus traveling to and from the football game.

Moving from one location to another: The band will always move as a group to and from the football stadiums. Chaperones should walk on each side of the band until the band enters the performing area, then drop behind the band and let the band be clearly seen. No one should "break ranks" (cut through the band) except in emergencies. Spectators and students must wait for the band to pass: paramedics don't! If the band splits up for any reason (such as warming up in sections) at least one chaperone should go with each group.

In the Stadium: Chaperones should find and mark the bands seating areas upon arrival at away games. (At home games the band seating area is at the far right end of the stadium facing the field). The band will sit in a block and be required to sit in their appropriate sections. Students are to stay in the stands and be ready to play at all times. Chaperones should sit around the block acting as a buffer zone. No one is to be in the band block except the students, staff, and Director. Alumni of the Revere Band are allowed to sit with the band, but only for a short visit. Should a single student or small group need to leave an area for any reason, (such as using the restroom) they must be shadowed by a chaperone.

Half-time: Remain in stands during the performance to watch over personal belongings and band equipment, unless you have been assigned to help with the pit crew or concession stand. This is a great time to pick up and bag some of the trash and empty water bottles in the band area.

Third-Quarter: Students are generally given a break after half-time. They are to be back in the stands and ready to play by the end of the third-quarter. Chaperones should be around the concession stand and help students keep track of the game clock. Students who are late returning will forfeit their third quarter the next game. During the break students may eat, drink and visit the restroom. They may not bring food or drink back to the bleachers with them. They may not go to the paid seating areas of the bleachers. The exception to this is the band council's visit to the other band. Chaperones will help monitor students during the break, being especially watchful for potential problems or dangerous situations. Get help immediately if a problem should occur! This is a time when students need the most protection and supervision.

Fourth-Quarter: During fourth-quarter, pass trash bags and help supervise trash pick-up in the stands with student leaders. Make sure stands are clean as students leave. Return ice coolers to the band storage room or the concession stand.

Returning Home: Roll call will be taken before busses leave to return home. Remind the Bus Captain to have students pick up all trash before leaving bus. Check under the seats for any instruments, shoes, uniforms, etc. One chaperone should stay until this is done. The others should help with the unloading of the equipment, handing in uniforms, etc. Return the chaperone clipboards, raincoats and chaperone tags to the uniform room.

Guidelines for Bus Travel:

The Bus Captain: Each bus will have a student designated as the Bus Captain. Locate the Bus Captain and introduce yourself. This student is responsible for calling roll each time the bus prepares to depart. After taking roll the Bus Captain will report to the Chaperone assigned to the bus. A Chaperone will verify the roll call. The Bus Captain is generally responsible to remind students of adherence to all bus policies. The Bus Captain will inspect the bus to insure that it is clean and no items are left behind. The student leadership is very strong in the Revere High School band. The student leaders do a very good job of planning and executing a great number of the necessary details for games and competitions. The student leaders are also very good at helping the students "maintain their focus" (behave), and most of the time there is little need for chaperone intervention.

Chaperones should be aware of any student with special medical problems or needs.

Chaperones are present to lend support to the Bus Captain and to provide additional support of adherence to the bus rules/policies. These students are mature student leaders who have earned their position and should be respected by their peers. Students should remember that they are a proud representation of our school and that school rules apply to all events. Feel free to ask their opinion if you have any questions. Chaperones may need to remind students of rule/policies if violations occur after the bus captain has intervened. Any infraction, short of drug and alcohol, smoking or causing someone to else to bleed, can wait until after the event and be filed on a Chaperone disciplinary form. It's expected of chaperones to support, motivate, and be respectful of students and other chaperones. They should display a positive demeanor and follow the guidelines for reporting discipline issues and to exercise good judgment.

Chaperones: Chaperone bus assignments are made separately from student bus assignments. You will probably not be on the same bus as your son/daughter, but we will try to honor requests.

The first game is more hectic, so be prepared for anything (especially questions from under-classmen who have not experienced everything that goes into performing at a football game.)

Chaperones are responsible for their own meals before and during games and contests. Entrance to games is usually free, but be prepared to pay for entrance to competitions if needed.

Remember, the medical kit complete with medication permission forms is always with the band. Any medications given must be documented and checked against the permission sheet.

Public Display of Affection: Inappropriate "PDA" is discouraged while on "band time." Remember, this is a band function, and we are to set a good example.

Other items we take with us to games: Personal water bottles, small pair of scissors, black tape, rain ponchos (if necessary), and cell phones. On long trips maybe a small pillow or blanket. The Head Chaperone is the person responsible for chaperone activities. If you have questions about what personal items to bring please contact this person.

Bus Rules:

1. Chaperones should check over each bus before anything is loaded, and relay any problem or damage to the driver and band Director.
2. Chaperones should load before students and spread out through the bus. The front seats on both sides of the aisle of the first bus are reserved for a Director and staff. One chaperone should sit near front of bus and one chaperone should sit near the back of the bus.
3. Students must ride the same bus to which they are assigned. Do not change buses!
4. Students are not to put anything on or under a bus until instructed to do so.
5. Buses will load in an orderly fashion. Students will receive a band newsletter as they get on the bus.
6. Roll must be checked before the bus moves, after every stop at which anyone gets off.
7. The bus driver must be treated with respect. Different drivers have different standards, whatever they say goes.
8. Nothing is to ever protrude outside the bus windows (heads, arms, instruments. etc) nor should any item ever be thrown or dropped out of a window.

9. Normal conversation is appropriate; shouting or screaming is not. Singing may or may not be OK depending on the driver, content, and musicality. Good singing might be acceptable; bad singing never is.
10. Radios are not permitted on school buses. On longer trips involving charter buses, radios with headphones are generally OK as long as no one hears them besides the person wearing them.
11. Chaperones may reassign seats if they deem it necessary; students may also be assigned to a different bus at any time at the Director's discretion.
12. To avoid problems, school bus windows may stay up as we enter or leave another school campus.
13. All students are to keep the bus clean at all times. At the end of a trip, every student should check the area around which he/she was sitting, including the floor and overhead storage. The bus captain will remain on the bus to ensure that it is left in proper condition, or see that it is corrected.
14. Inappropriate public display of affection ("PDA") between students is not allowed on any bus. A head on a shoulder or holding a hand is OK. School rules apply.
15. Be courteous, do what Chaperones and Directors ask, and thank the drivers and chaperones when we return. If you don't understand something, ask.

Day Trips / Competitions:

The Bus Trip: Students will sign up for a bus for the year. This will generate a roster for each bus. Roll will be taken from this roster each time the bus departs from a particular site. Students will not be allowed to switch busses once they are assigned a bus. No exceptions to this rule will be given.

Please take time to go over the guidelines for bus travel above. This will give you a good idea as to what the students can and cannot do on the bus.

Any time the convoy pulls over for restroom break or a food stop, it is important to know how much time the students have before the bus departs. If students are crossing streets to get to restaurants, a chaperone should stay at the crosswalk to monitor safety. On short stops, politely hurry students along. Chances are we are on a schedule and hanging around rest areas will not be tolerated.

Upon Arrival: Arrival at the show site is an important time for the band. Restrooms should be located immediately and communicated to all the chaperones and staff. Find out from the head chaperone or directors when the appropriate time will be given to go to the restrooms. It will all depend on our schedule.

Water coolers should be filled prior to leaving the school, WATER WILL BE ESPECIALLY IMPORTANT RIGHT BEFORE THE BAND GOES ON TO THE FIELD AND IMMEDIATELY AFTER THE PERFORMANCE. The band is large and every chaperone will need to help with the distribution of water.

Overnight Travel:

In the event of an overnight trip, a chaperone event meeting may be called to go over particulars and specific roles and duties of chaperones. An itinerary will be prepared and distributed to all students, parents and chaperones. The chaperones should keep the itinerary with them at all times. Remember that all county, school, and band rules are in effect for the duration of the trip. We are representing the Revere High School Band, Revere High School, Bath and Richfield, Summit County, and the State of Ohio whenever and wherever we perform; we will all do our best to maintain these standards to the highest degree. The following are general band traveling rules that the students and chaperones should always abide by, especially on overnight trips.

1. Drinking alcoholic beverages and taking non-prescription drugs will not be tolerated. Immediate dismissal from the band and administrative action will occur.
2. Smoking, chewing or dipping of tobacco will not be tolerated.
3. Band members are not permitted in any other room after hours. No unauthorized persons are allowed to visit.
4. Students are expected to behave at all times in the hotel. Anyone deemed guilty of gross misbehavior will be dealt with by the Directors and may be sent home.
5. Parents and students will be held responsible for any property damage and lost room keys.
6. Shirts and shoes are to be worn at all times.
7. Rooms are to be locked at all times.
8. Courtesy is expected in the dining facility. These facilities are used by other groups as well, don't forget common courtesy.
9. No food, glasses, dishes, or signs are to be taken from any dining facility.
10. Please refrain from the playing of instruments in the room.
11. All school rules will be strictly enforced. Any infraction of these rules will be dealt with by the band department and school administration.
12. No one is allowed to leave the hotel premises without permission from the Directors. Any student found doing so will be dealt with severely.
13. Profanity is not a part of the Revere Band program. Make sure that your language is never offensive while with the band.
14. Follow all instructions of Directors and Chaperones at all times. If you don't understand, ask.

Revere High School Marching Band Chaperone Checklist for Bus Travel Supplies for Bus Travel:

- First Aid Kit
- Bus Number Tag
- Pen
- Clip Board:
 - o Itinerary
 - o Cell Phone Numbers (i.e. Head Chaperone, Chaperones, Director)
 - o Bus Roll or blank paper to write head count
 - o Chaperone Checklist
- Chaperone Name Tag
- Trash Bags
- Cell Phone
- Small scissors, black tape, extra band-aids, etc...
- Personal items such as water bottle or small purse
- Snacks for longer trips
- Videos or DVD's for longer trips (charter busses only)

Chaperone "Reminders" for Bus Trips:

- Sign-in
- Water Coolers
 - o Fill water cooler with water and ice
 - o Load onto trailer and transport into Football Stadium or practice area upon arrival
- Put Bus Number Tag in bus window
- Introduce self to Bus Captain and Bus Driver
- Take Roll or Head Count before bus leaves school
- Take Roll or Head Count before bus returns for home
- Check bus for trash or personal items left behind
- Return Bus Number, clip board, and supplies to Head Chaperone
- Sign-out

Chaperone Disciplinary Event Report

Date

Event:

Student's involved:

Chaperone's involved:

Description of incident:
