

Chaperone Guidelines

The single greatest gift a parent can give their child is a piece of their self. Chaperones are essential to the team working well. Parents should take this opportunity to watch their children become adults. Time is fleeting and these days too will pass.

Holly Springs High School Band Chaperones see that band members have sufficient adult supervision at all events. This for the students' benefit, as well as for all parents' peace of mind.

General

- Dress code is a band booster polo-shirt and khaki pants (shorts for pit are ok). The shirts will be ordered at several times throughout the year as needed. (See Uniform Chairperson or Vice President in charge of volunteers)
- Student safety is our primary focus.
- One chaperone is designated by the Chaperone Chairperson of the Band Boosters as lead chaperone for each event. The lead chaperone will disseminate assignments and communicate with the band director regarding issues.
- The first aid kit and medical forms are to be carried by the medical chaperones at all times. All chaperones should be aware of who has the "medical backpack" in case of an emergency. If an injury occurs, please use your best judgment on how to handle the injury, and do not be afraid to ask for assistance.
- The Holly Springs Band student/chaperone ratio is one chaperone for every ten students. Bus drivers and band director and staff are generally not counted as chaperones.
- The band director sets student behavior expectations. Issue a warning to students and then report violations to the head chaperone and/or the band director.
- Be familiar with the rules of the organization. Remind students of rules as needed.
- Assist band director in implementing his plan for the event.
- The director sets and modifies the agenda. Be aware of this and be flexible when changes are made. They will be made!
- Watch for band members that need assistance. Help students if in need.
- Help keep students aware of the schedule of events and keep them on time.
- Chaperones should never smoke or consume alcoholic beverages in the presence of the students. Foul language is also prohibited.
- If the band splits for any reason (such as warming up in sections) at least one chaperone should go with each group, with the "medical backpack" accompanying the largest groups.
- Should a single student or small group need to leave an area for any reason, a chaperone must escort them at all times. This is not negotiable.

Trips and Performances

- Chaperones are NEVER “off-duty” during a band trip and are needed at all times to monitor the students.
- Make sure your assigned group knows your name, and that you are their chaperone.
- Wear your chaperone nametag/lanyard. Make sure it is visible at all times.
- Chaperones do not necessarily need to stay with their group at all times. Designate time intervals and locations to meet and “check in”.
- Ensure that there is a first aid kit, and know its location.
- Take roll before leaving any location.
- Prior to performance, help with instrument cases, dressing, and student needs.
- Be alert for tasks that need to be done.
- Ensure that there is water, (and cups, if necessary) and be ready to help serve water.
- Walk with the band during performances (if allowed) to shield them from crowds. Do not let anyone “break ranks”. This simply means asking anyone wishing to cut through the band while in formation, to please wait until the band has passed. Parade walkers will be assigned by head chaperones.
- When called upon, be a “go-for” and/or “pack-mule” for students and director.
- Help with the instruments and equipment.
- Monitor students for their individual needs. It is important to look for students in distress and make sure that they are “ok”.
- Be on hand to solve minor and major crises that may occur.
- After performances, help with instrument equipment and assist students as needed.
- Uniform volunteers are usually not scheduled as chaperones. However, they are usually available for assistance to the students as needed.

Information

Water is the bloodline for the band before and after performances. It is an important responsibility that is taken care of by the chaperones. Water coolers should be filled at all times and cups/bottles should be available to the band students. It is extremely important that students have access to water during warm-up and after a performance. Many times the color guard, horn line, and percussion warm-up in separate areas and chaperones should attend each of these warm-up areas for supervision and water.

There is an assigned uniform parent for each uniform detail. The assigned, gloved uniform volunteers handle plumes. Plume boxes will accompany the band at all performances and be distributed during warm-up. Plumes will be taken off of the hats as soon as the band is off the field from a performance, unless otherwise directed. When the plumes are to be left on the hat, for any length of time, the student must keep the hat upright and not touch the plume with bare hands. Plumes will then be removed at the first available opportunity.

Most of our trips will be on busses. Students will sign-up for bus trips. 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.

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 a restaurant, a chaperone should stay at the crosswalk to monitor safety or stay with the group.

Upon arrival to an event, find out from the director or lead chaperone when the appropriate time will be given to go to restrooms. It will depend on the event's schedule and arrival time.

Water for the coolers should be addressed. Locate a safe supply and have water ready for the band at their designated warm-up areas. **WATER IS IMPORTANT RIGHT BEFORE THE BAND GOES ON TO THE FIELD AND IMMEDIATELY AFTER THE PERFORMANCE.** A number of chaperones will need to help with the distribution of water.

Football Games

Chaperones should find and mark our seating areas on arrival at games. 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 any time. Chaperones should sit or walk around the block acting as a buffer zone. No one is to be in the band block except the students, chaperones, staff, and director.

Students will be given a 3rd quarter break after the half-time performance. They may eat and drink with their jackets off. Chaperones will help monitor students during this break, being especially watchful for potential problems or dangerous situations. It is critical that no one other than band students or chaperones be in the band seating area. Sometimes there are instruments left in this area that should be watched carefully. Do not allow anyone to walk around the area unless they have a job to do while the students are away from the seating area.

Get help immediately if a problem should occur. This is a time when students need the most protection and supervision.

The band will always move as a group. 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 an emergency. Spectators and students must wait for the band to pass.

Some Do's and Don'ts

- Please don't discipline or argue with students. Stop the unacceptable act and take names. You may say, "Mr. B does not want you to do that." Or "You'll be speaking with Mr. B about this," or "I do not read the rules of the organization to include that behavior, I will ask Mr. B".
- Do not give information to students if you are not sure it is correct.
- If you don't know the answer to a question, ask the lead chaperone.
- Do not administer medication, aspirin, etc. without checking the medical form first.
- Stay visible.
- Do not eat or drink in the bandstands when the students cannot.
- Monitor the rest room areas when the students are escorted to these areas.
- Help hand out drinks and snacks after half time and clean the band seating area while the band leaves the stadium.

Do's for any trip

- The chaperone chairperson working with the band director will make chaperone bus assignments.
- Pick up first aid kit, bus roster, bus number card, radio, trash bags, paper towels and any other items necessary to the trip before you board the bus.
- Carefully check roll on band departure and return.
- Section leaders are assigned to each bus for a uniform check, etc. (if needed). Insure every band number is checked before they board the bus when in uniform.
- Sit in the middle or back of the bus.
- Make sure the busses are clean and the bus windows are closed at the end of the trip.
- Know the procedure for checking out a student to travel home with their parents. Notes in advance and personal contact before turning student over to parent.

While these are simple guidelines, there are many cases where common sense and tender loving care are most important. Use your best judgment on which guideline applies to each individual case.