

Chaperone Handbook



**Collins Bands
2015-2016**

Expect Excellence All The Time

Thank you for volunteering your time as a chaperone for the Collins Band. Ultimately we are first and foremost concerned with the well-being and safety of our students. This is why these Chaperone guidelines are in place. After reviewing the guidelines, if you have any further questions, please ask the head chaperone, or one of the band directors.

The following is advice that will help with all chaperoning situations:

- Teenagers don't always think clearly and responsibly, help them.
- Don't ignore inappropriate behavior. (Beware of Couples)
- Try not to compound a situation by over-reacting.
- Respect students' and their privacy, but enforce all rules
- You are every student's parent while chaperoning. .
- Rules and Schedules may need to be adjusted... BE FLEXIBLE
- If you are unsure of how to handle a situation, ASK!

Home Football Games

1. Home game chaperones will sit in the area next to the band. You will ensure that students do not drift from the band seating area or that other students do not come into the band block.
2. Students who wish to use the restroom must be accompanied by a chaperone.
3. Students are generally given a break after half time. They are to be back in the stands and ready to play two (2) minutes before the end of the third quarter. Chaperones need to keep track of students that are late to the 4th quarter. Give those names to the head chaperone or Band Director as those students will forfeit their third quarter break the next game.
4. Smoking is illegal on ALL Shelby County Schools Properties.

Competitions and Away Football games

1. Chaperones need to ride the bus. You cannot bring students with you that are not in the High School Band. Students not in the Band must find other transportation.
2. Chaperones are expected to arrive fifteen minutes before departure time. Find the head chaperone and he/she will give you your bus assignment and attendance list.
3. Water coolers should be filled by the chaperones and loaded with cups, onto the Titan Trailer or on the bus.
4. Once students have been released to the buses, take attendance and if anyone is missing report to the band director.

5. It is the job of the chaperones to ensure the safety of the students and to help maintain order on the buses. The Bus driver will determine an acceptable level of noise and activity. It is your job to enforce his/her rules whether you agree or not.
6. One chaperone will be asked to carry the medical bag and forms. In the event that a student needs medical attention the chaperone needs to make those items available.
7. Please make it a point to remind students to have everything they need for the performance (all uniform parts; shako, instrument, black band shoes, black socks, gloves, etc.)
8. Accompany the band into the respective performance venue and set yourself up so that you can have an eye on students at all times. Chaperones need to sit with or around the Band Block to act as a buffer zone. Chaperones should not sit with the spectators.
9. Plumes are handled and cared for by the chaperones. Plumes will accompany the Band at all times.
10. If we are providing snacks or water for the students after their portion of the performance, it will be the responsibility of the chaperones to make sure that the coolers end up next to the trucks. You will also need to help serve, and police the area before we leave.
11. It is the duty of all the chaperones to uphold the policies of the band directors and of the schools of which we are guests.
12. Students desiring to use the restroom must be accompanied by a chaperone.
13. The Band Directors will signal when or if students are permitted to visit the concession stand. Please do not provide food to students before they are given permission. This is extremely unfair to the other band members.
14. Chaperones will help monitor students during break and watch for potential problems. This is a time when students need the most protection.
15. Students are to return home with the band on the buses unless prior arrangements have been made in writing with the Band Directors.
16. When the band is marching or walking out of the performance or game, the chaperones are responsible for doing a final check of the area. Return hats, gloves, instrument cases etc. to the band director when we return to the high school.

17. The Band will move as a group. Chaperones walk on either side then drop behind to let the Band be clearly seen. NO ONE should "Break Ranks"-(Cut through the Band) except in an emergency

Items a good chaperone needs:

- 1. Cell Phone**
- 2. Flashlight**
- 3. empty garbage bag**
- 4. shoe cleaning materials**
- 5. Clothes brush?**
- 6. A whip and chair – just kidding.**
- 7. A positive attitude – as you all do!**

CHAPERONE DO'S:

1. Give POSITIVE support to the group especially after a performance.
2. Provide CONSTRUCTIVE comments and be FAIR with the students you are to Chaperone.
3. Show your students TRUST by giving them some freedom where possible.
4. Become GENUINELY interested in your students as you get to know them on a personal level.
5. PROVIDE an outlet for individual students to talk over problems with you.
6. Have a good time and ENJOY yourself, but remember that your first responsibility is always to the group.
7. Show a good EXAMPLE at all times. Remember that students will mirror what they see from adults.
8. Help dispel RUMORS by investigating and not repeating the many rumors that seem to always start on a trip.
- 9 Be CONSISTENT with the rules and regulations of the group.
10. SUPPORT and ENCOURAGE your director(s). They are dedicated individuals who have worked hard to make the trip possible for the students.

CHAPERONE DON'TS:

1. Do not complain in front of the students.
2. Do not degrade other bands we may see at competitions. They have worked just as hard as we have and deserve our respect.
3. Although his/her concern is helping all students, a chaperone's primary concern is to those directly under him/her.
4. Don't hesitate to volunteer your services when needed.
5. Do not grant "special" favors to the students who are under your direct supervision.
6. Do not criticize the director(s) or change policies that he/she has set forth on the trip.
7. Don't pamper students. They want to be treated like adults.
8. Segregate yourself from your own son or daughter unless he or she asks for your assistance.
9. Do not drink, use improper language or engage in any other negative behavior when students are present.