

Armada High School  
Instrumental Music  
Department Chaperone  
Guidelines  
2013-2014

Thank you for volunteering your time as a chaperone. Ultimately we are concerned, first and foremost, 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.
- Do not ignore inappropriate behavior.
- 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!
- Be aware of your language around students. Profanity is unacceptable.
- Do not gossip with students or other chaperones.
- Keep your complaints about the venue, the itinerary, staff, and directors to yourself.
- YOU ARE A ROLE MODEL IN EVERYTHING THAT YOU DO AND WE ARE COUNTING ON YOU TO HELP US KEEP OUR STUDENTS SAFE AND OUR REPUTATION EXEMPLARY!

### **Band Camp**

1. Chaperones are "ON CALL" 24 hours a day when at Band Camp.
2. School rules are in affect at all times, especially with regard to smoking, drinking and drugs.
3. Do NOT SMOKE in front of the students.
4. The directors will designate a head chaperone. Any questions regarding duties, times, and responsibilities will be determined by the head chaperone. The directors are extremely busy this week; please seek council from the head chaperone before approaching the directors.
5. Please be respectful to our directors and other chaperones. Never countermand the authority of the directors. If you disagree with them, please keep it to yourself until a more appropriate time. Never be unkind in front of the students, directors, or other chaperones.

6. Chaperones will be given student and room assignments. There will always be 2 (same sex) chaperones in every cabin. Although you are chaperoning the entire band, it is your responsibility to make sure students in your assigned rooms are up, attending meals, and on time to the practice field.
7. Have students do a room check upon arrival. Make a list of any concerns or problems and give the list noting the room numbers to the head chaperone.
8. Chaperones are expected to be at the practice field at all times during rehearsal times. Exceptions to this will be made at the discretion of the head chaperone. (i.e. Chaperones may need to go to a retail store, arrange for an activity, or run errands for the directors..)
9. If a student needs to return to the cabin, he/she must be accompanied by a chaperone. The chaperone can simply escort them and wait outside momentarily. Chaperones should never put themselves in a situation where they are alone with a student in an enclosed area.
10. Students are NOT permitted in rooms during meals. Chaperones need to make sure all students attend meals. If a student chooses NOT to eat they must still attend the meal for accountability and announcements. Chaperones should encourage students to eat and let the head chaperone and the directors know if they are not.
11. If a student becomes ill and must remain in bed during rehearsal or mealtime, a chaperone will be responsible for staying in close proximity to the ill student in case medical attention is needed. Students that cannot practice lose free time. Students that cannot practice cannot play!
12. "In room" and "Lights Out" and all scheduled times are to be strictly enforced. Leeway to this rule is at the discretion of the head chaperone or the directors.
13. The "No Co-ed visitation" rule, to cabins, is to be strictly enforced by the chaperones. This rule applies to the chaperones as well as the students. This also applies to restricted areas of the camp.
14. Chaperones and staff should set a good example with regard to conduct, language, appropriate dress, etc.
15. Hazing and harassment of students by other students will not be tolerated. Students must NOT be forced to participate in any activity against their will.
16. Please "ask" students to comply with your requests, do not yell or make unrealistic demands. You will meet with more favorable results when you are kind.

## **Away Events, Competitions, Festivals**

1. Chaperones need to ride the bus. You cannot bring students with you that are not in the High School Music Program. Students not in the program 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. Any provided food or beverages need to be brought to the stands by the chaperones.
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, hat, instrument, shoes, black socks, concert uniform, ties, bowties, tc.)
8. When we arrive at the performance site, allow drum majors, drum line, tubas, euphoniums, basses, and cellos to exit the buses and unload first. Everyone else shall remain on the buses until notified by the head chaperone and or the directors.
9. Accompany the ensemble 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 ensemble to act as a buffer zone. Chaperones should not sit with the spectators. Once a group is on stage at a concert festival, sitting in the audience is acceptable.
10. For marching band plumes are handled and cared for by the chaperones. Plumes will accompany the Band at all times. Plumes will be passed prior to a band show and collected as the students return from the performance field.
11. 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 this is organized and taken care of. You will also need to help serve, and police the area before we leave.
12. It is the duty of all the chaperones to uphold the policies of the directors and of the schools of which we are guests.
13. Students are to return home with the group unless prior arrangements have been made in writing with the directors.

14. 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.

15. 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.

### **Home Football Games**

1. Chaperones will perform the same duties of away events.
2. 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.
3. Students are generally given a break after half time. They are to 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 Directors as those students will forfeit their third quarter break the next game.
4. 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.
5. Chaperones will help monitor students during break and watch for potential problems. This is a time when students need the most protection.

### **Day Trips**

1. Chaperones follow the same rules as home games and away events.
2. We usually charter buses for our trips. Students must follow the safety rules of the Charter bus company.
3. Chaperones will take roll from the roster generated by the student sign-up sheet. Roll will be taken each time the bus is ready to depart. Students will NOT be allowed to switch buses once they are assigned a bus. NO exception will be given to this rule.
4. Students are permitted to watch movies if they are rated G, PG or PG13. No "R" Rated movies will be allowed. If a movie is overly vulgar, violent, or sexually explicit, REMOVE it at once, and select another movie.
5. Anytime a convoy pulls over for a restroom break or food stop, relate to your students how much time they have before the bus departs. Chaperones will need to be watchful of students while on route to and from the buses. Monitor

crosswalks and politely hurry students along. Keep an eye on your students.

### **Overnight Trips**

1. Chaperones are On Call 24 hours a day.
2. Chaperones should follow the same rules as Day Trips and Band Camp.
3. Remember that all school and music department rules are in effect for the durations of the trip. Chaperones are to enforce all school rules.
4. We will do our best to follow the itinerary prepared by the directors. Please be flexible if the itinerary should change.
5. Do not drink alcohol on trips and do not smoke in front of students.
6. Chaperones will perform room checks at lights out to your assigned rooms. Students are not permitted to visit any other room after hours.
7. Remember we are guests of the hotel. Please make sure your students behave properly. Anyone deemed guilty of grossly inappropriate behavior will be dealt with by the directors and will be sent home at their parents expense.
8. Property of the hotel is not to be removed by students or chaperones. (i.e. towels, coasters, etc.)
9. Students and chaperones are not permitted to leave the hotel without permission of the directors. Any student found doing so will be dealt with severely and chaperones will not be permitted to chaperone any future events.
10. Make sure students have everything they need for the day and the performance. (i.e. Proper attire, music, instrument, money, etc.) as we do not often return to the hotel until evening.
11. Students and chaperones are not permitted to leave amusement or theme park until we leave as a group.
12. On the day of our "Check out," check your assigned room before your students leave, to make sure nothing is left behind. Remind students that they and their parents are responsible for any damage to hotel property and lost room keys.

## Chaperone Commitment Form

By signing this form, it is understood that have read the chaperone guidelines it in its entirety and you are committing to abiding by the guidelines as a chaperone for the 2013-2014 Armada Tiger Marching Band.

Chaperone Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Chaperone Signature \_\_\_\_\_

Please return no later than July 28, 2013.