

# Navarre High Band

## Chaperone Guidelines

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### Chaperone Mission Statement

*We will provide assistance and guidance to all Band Students to ensure their safety and welfare at school-sponsored events.*

*We will consistently communicate and demonstrate mature, professional behavior that reflects positively on Navarre High School, Santa Rosa County School Systems, and our community.*

### Introduction.

The most important responsibility we have is to ensure the kids are safe. However, there are subsequent responsibilities that are required to ensure all events are successful.

Getting involved with the band will give you the opportunity to share with your child the years of his/her education. Your child might say that he/she would rather not have you around, but most parents learn that their child actually appreciates your involvement and will thank you in the future.

Committing to the role of chaperone for the band involves a great responsibility for active participation and interaction with all band students, staff, directors, and other chaperones.

Caring for students at home games, away games, competitions, parades, etc. is no small feat. Your efforts in making every band function a rewarding and positive experience for our students will be greatly appreciated. Enjoy your time as a chaperone. Get to know the students you are chaperoning. It is an awesome experience to be associated with this amazing group of young adults and this great band.

Chaperones must be adaptable to change. In a perfect world, itineraries would be spot on, however, in our world things will happen, plans will change. Therefore WE must be able to adapt.

After reading through these guidelines, if you have any questions or concerns, Mr. Barrow [deanbarrow@theraiderband.com](mailto:deanbarrow@theraiderband.com)

### Chaperone Requirements

- Attendance at the mandatory chaperone meeting.
- Be the legal custodian of a child in the Navarre Raider Band.
- Sign up to volunteer to chaperone at Band Parent Meetings or on the Charms Volunteer List.
- Purchase the official chaperone shirt. (Approx. \$20.00)
- All Chaperones must have Board of Education background check clearance. The form is located on the band website [www.theraiderband.com](http://www.theraiderband.com) and also on our Charms site under files and documents. They will also be available in the wall pockets located next to the main entrance of the band hall. Once complete, turn in the notarized form along with a copy of your driver's license to Mr. Barrow at the mandatory chaperone meeting, or no later than the end of the first day of the school year.

### Chaperone Selection

Each event is listed on the Charms calendar. If chaperones are needed, there will be a sign-up area associated with the event. Look for the little multi colored "Hand Icon." It is seldom that we have an overabundance of chaperones but, in the case that we do, preference will be given to parents who have a history of volunteering.

The actual number of chaperones requested by the band director for each event may vary. If you are not requested for a particular event, do not be alarmed, requests to chaperone particular events are on a rotation schedule.

Although the main duty of chaperones is to assist during football games, other events require assistance and/or participation, such as Band Parent meetings, chaperone meetings, Boston Butt fundraiser, Car Wash fundraiser, Band Camp participation, band rehearsal participation, workdays, Seabreeze Jazz Festival, etc.

***Final approval of all chaperone assignments is made by the Chaperone Chairperson and Mr. Barrow.***

### **Chaperone Duties & Responsibilities**

- At all events, go where students go.
- Helping where needed.
- Ensure food or drinks are served to band members first before chaperones.
- Keep a close watch to make sure everything is okay.
- Be assertive if you see something wrong. Don't wait for something to happen. BE PREPARED.
- Chaperones do enjoy visiting with each other and visiting with others who may come to view the band. Visiting should never distract a chaperone from their duties. Chaperones do not dispense any medications. For liability reasons, the nurses have the student's health forms in their possession and will dispense all medication.
- While we encourage including siblings to participate in band functions, we request that they not be a distraction to your chaperoning duties.

### **Dress Code**

- Official Raider Band Chaperone Shirt.
- Khaki Pants, Khaki knee length shorts, or jeans that don't have holes.
- Raider Band Chaperone Pin.
- Comfortable shoes.
- If the weather requires outerwear, it should match the Raider colors. (Burgundy, Black, and Gray)

### **Student Discipline**

- Chaperones must ensure the students are safe and acting appropriately. We can guide the students to proper behavior, but ANY and ALL disciplinary actions will be done ONLY by the directors.
- Students must be accountable and responsible for their actions or lack thereof, but always be fair, discreet, and maintain everyone's integrity at all times.
- Treat students with respect. Do not embarrass them in front of others.
- Expect and encourage the students to act like respectable ladies and gentlemen.
- Do not yell at the students. Be mindful of your words and phrases.
- Chaperones are not guidance counselors, disciplinarians, or parents when chaperoning any band event... especially to your child. Chaperone all children equally and fairly. Your child will be treated like all of the other students with you there or not. Also, please do not get caught up in the typical high school drama that often goes on as this often makes the situation worse.
- If you have a problem that you can't handle, take it to the Chaperone Chairperson, and they will take it to the band director and/or assistant director.

### **Home Football Games**

- Meet in front of the band hall at 6:30 pm, unless otherwise notified, for instructions and badge assignment.
- Accompany band to and from the stadium. Do not allow the children to lag behind or have gaps in the line. This is especially important when exiting the stadium after game/event; vehicles are to be stopped and asked to wait to allow the band students to pass.
- No one is allowed to cut through and/or in between our band students while they are walking to and/or from the stadium. Gently remind people to be patient as we let the band students get to where they need to be (do not get into an argument, our priority is to keep the students safe and to lead by example).
- Chaperones are allowed in the designated Raider Band section only. It is not permitted to leave the stands to go into the Home or Visitor seating areas, concession stands, or on the field except when directed to do so. While the band is seated, refrain from standing on the platform in front, which blocks the view for the students. Chaperones should flank both sides of the band.
- All band students are to utilize the home side restrooms in emergency cases only. They are also expected to stay in the band section as well and are not allowed to leave this area for any reason during the game unless authorized and must be accompanied by a chaperone.
- While the band is performing on the field, no one is allowed in the stands except band students that are not marching, chaperones, directors, or instructors.
- No alumni students or guests are allowed in the band seating area unless approved by a band director or associate director.
- Students are not allowed to receive outside food or drinks during the games. Please remind parents

they will be allowed to visit and eat after the game. (Water will be provided after the halftime show.)

- After the game, to ensure the safety of all students, chaperones will remain positioned in the band hall and along by the walkway to help guide band students in returning their accessories and equipment and prepare to go home. Non-band students are NOT allowed in the band room. Chaperones must remain until released from the Committee Chair, Band Director or Staff. This is normally no longer than 20 minutes following the end of the game.
- There should be at least one adult male and one adult female chaperone present until all students have left campus. Students are to stay in the front of the band hall. They are not allowed to wait in the parking lot, by the gymnasium, on the band field, or by the main school entrance, etc.

**PLEASE NOTE: Before departing, return the issued home game badge to the chaperone chair.**

#### **Bus Trips**

- Each bus will have a "lead chaperone" assigned. This person needs to sit in the front of the bus. This person, along with the bus driver, is in charge while on the bus.
- The Lead Chaperone will decide what to bring on the trip. Useful items are as follows: trash bags, tape, flashlights, paper towels, scissors, etc. Each bus will be supplied with bus numbers to place in the front and back windows, and a nurse bag.
- There will be no swapping of buses. All students and chaperones will ride the bus they were assigned.

#### ***NO EXCEPTIONS.***

- Students should never be let off the bus without street shoes/clothes. Appropriate attire should be worn at all times when not on the bus or in their room. (Slippers and pajama pants are not allowed in public).
- Students should not put their arms/heads/feet/etc. or objects out the windows.
- Students should not sit on the seatbacks of the bus.
- NO PDA (Public Display of Affection) They can sit together, but if you feel it's inappropriate do not hesitate to talk to them or separate them
- When arriving at an out of town event, unload based off directions as announced by the director.
- Do not dismiss your bus until directed by the band director or assistant director.
- Students must be quiet at all railroad crossings.
- Always keep buses clean as possible. Chaperones need to bring plastic bags for each trip and students should begin cleaning the bus before we actually reach our destination. Trash bags will be available in the band hall before departure.
- Aisles must be clear to allow access to the emergency exit. (no one should lay on the floor)
- Students will need to call ahead for their rides to pick them up upon arrival back to NHS. Calls need to be made approximately 30-45 minutes from the school. Wake up the students to ensure they have done so.
- Always visually check each seat before departing the bus, to ensure it is empty. (students sometimes fall asleep)
- Double check and collect belongings that have been left on the bus after the students have gotten off.
- At the conclusion of the trip, students will sweep the bus and remove all trash. Chaperones will return nurse bags and bus numbers as directed.

#### **Maintain the "COUNT." Check names AND Count when...**

- First Loading the bus
- Loading at the end of the game/event
- Whenever the bus has been unloaded (stopping for a meals/rest stop/etc.)
- We do not move until we account for everyone.
- Once the students are on the bus, do not allow them off the bus without the director's approval.
- Remember, departure times are crucial. The chaperone needs to call roll right away as the children load. A second chaperone can start the "headcount" to ensure the number of children marked as "here" match the "count".

## **OVERNIGHT TRIPS**

- Room assignments will be given to each chaperone. You are responsible for knowing what rooms you are assigned to.
- Chaperones are expected to put the needs of their students in your assigned room list first!
- Each chaperone is responsible for checking their rooms and accounting for all band students in each room by physically seeing and speaking to each student assigned to the room.
- Each chaperone is responsible for informing the band students of:
  - Chaperone Name, Room Number, and Cell Number
  - Nurse Room Number Instructions, i.e. wake up/check out/ breakfast time, etc
  - Chaperones MUST physically check their assigned rooms before reporting to their bus the following morning.
- Ensure ALL children are present in the room.
- Trash is disposed of.
- Towels are in bathroom floor.
- No personal belongings left, such as pillows, blankets, cell phone chargers, etc. There should never be a room left unchecked by the assigned chaperone!
- Once the room is checked and found acceptable, the student can be dismissed, and the room key needs to be placed on the desk/counter unless otherwise specified by you in advance.
- Do not check-out a room that is not assigned to you, ask the band students to wait for their assigned chaperone and offer to find that individual.

## **Do's & Don'ts**

### **DO**

- Give POSITIVE support especially after a performance.
- Provide CONSTRUCTIVE comments.
- Be FAIR with the students.
- ASK questions if you are unsure.
- Be GENUINELY interested in interactions.
- Be CONSISTENT with the rules and regulations.
- Be a GOOD EXAMPLE. Students will mirror your actions.
- SUPPORT and ENCOURAGE the directors. They are dedicated individuals who work hard to make events possible for the students.
- Do be a GREAT BAND MOM/DAD to all. Consider separating yourself from your child unless he or she needs you. (Don't worry; they'll know where you are when they need you!)

### **DO NOT**

- Do not complain or vent in front of the students.
- Do not disrespect other bands. They have worked just as hard as we have.
- Do not hesitate to help your services when needed.
- Do not grant "special" favors to the students.
- Do not criticize the directors or change policies that the directors have set forth on the trip.
- Do not allow rumors to spread. Dispel by investigating and not repeating the many rumors that seem to start on trips.
- Do not smoke, drink alcohol, or use improper language or engage in any other negative behavior when students are present.
- DO Have a good time and ENJOY yourself!

*We appreciate your dedication! We couldn't do this without you, your hard work, adaptability, and sense of humor.*

*Looking forward to a fabulous school year!*

*Thanks!*

*DEAN BARROW-*