

# GOLDEN REGIMENT

## OHS Band Chaperone and Volunteer Expectations

### General Rules and Responsibilities of Chaperones

1. All chaperones and volunteers must complete the school registration form at the beginning of each year.
2. Report on time. This is typically **45 minutes** prior to departure time so that more specific instructions and details can be provided when necessary from the Directors
3. Dress appropriately. Parent chaperones should be easily identifiable by students as a matter of safety for our students.
  - a. **Football Games/Parades/Concessions/Competitions:**  
ID Badge (we will provide this), **Band Shirt**, comfortable bottoms and shoes
  - b. **Concerts/Festivals (Concert MPA, etc):**  
Polo, button-up shirt, blouse, slacks/dress, appropriate shoes
4. Chaperones are on duty for the entire duration of the event and must be available the entire time. (Not the time to visit with friends/family or go sightseeing)
5. Chaperones must comply with all Clay County and Oakleaf HS policies. This includes the use of alcohol, drugs, tobacco products, behavior (including conversation subject matter), and language for the entire duration of any event. You are representatives of the Band, School, and County!
6. The authority of the chaperones is limited to general supervision of students and to guide and assist with student's safety and appropriate behavior. If any chaperone has any issue with a student not following directions, that student should be reported to the Directors. **All** discipline problems will be handled by the Directors – **not** the chaperones.
7. If a student becomes ill enough (in the opinion of the chaperone) to warrant medical attention or calling his/her parents, the Directors are to be informed immediately (and **prior** to taking action **whenever** possible). The Directors will be responsible for contacting emergency medical services and discussing the problems with that student's parents/guardian. If, in a rare instance, the Directors cannot be located, and an ambulance must be called, please do so while continuing to locate one of the Directors – these decisions should be made as a last resort!
8. Chaperones are eyes and ears of the Directors. The Directors may ask chaperones to complete certain tasks or supervise students during a task during any event. It will be expected that chaperones and volunteers will be involved and active during this process.
9. Chaperones are responsible for knowing and enforcing all policies and procedures put in place by the Directors – attire, behavior, protocols, etc. These will be clearly stated within the OHS Band Handbook and provided to any first time chaperones so that all parents are informed.
10. Children who are **not** current OHS Band members may not be brought with you while on duty as a chaperone or volunteer. Guests are also not permitted. Only students currently involved in the activity and selected chaperones will be permitted on the bus – no siblings.
11. Chaperones are encouraged to communicate with the Directors through Remind while on a trip but may also use personal Cell Numbers when/if necessary. Personal Cell Phone usage should not become a normal way of communication and at the conclusion of the trip or event chaperones should continue to use Remind or Email for all future communications.

12. Directors will have a roster of students with medical emergency information. This information should be kept confidential and used only in emergency situation.
13. Chaperones should **not** make physical contact with any student but their own for any reason.
14. Chaperones should avoid any situation that will leave them alone with another student for any length of time. If a situation arises where a student should be addressed alone or escorted, please bring a “buddy” (second chaperone) whenever possible! When escorting students to the restroom it is best that males are with males, females with females. Whenever leaving an event site or rest stop, parents should do an ‘all clear’ in the restrooms before moving the group.
15. If for any reason a chaperone or volunteer does not cooperate with the Directors or fellow chaperones that person will be removed from the rotation.
16. For special events or trips the Directors will typically call upon/accept chaperones/volunteers who have had experience working with the students in this capacity. Ex: If a parent has not chaperoned any events, they should not expect to be a chaperone on an overnight trip.
17. It is unacceptable to discuss any student, staff member, or fellow chaperone in a negative way.
18. Chaperones should never engage in any arguments with students/parents and should exhibit a respectful, courteous demeanor towards all students/parents. All problems from students must be reported to the Directors.
19. A First Aid kit should be on-hand for any event whether it is on or off campus.
20. Please do not show up to an event to chaperone unless you have signed up for it. Sign up prior to the event!

### **Transportation and Bus Guidelines**

1. All students and parent chaperones will ride to and from the event on a Clay County Schools Bus (or Charter Bus if used)
2. Attendance must be taken each time the buses are loaded.
3. Students may ride home with their own parent from an event, once it is concluded, **if they have prior permission** from the Directors (**and have a written document from the parent**). Chaperones **do not** have the authority to approve a student leaving with their parent from an event. The Head Chaperone is the only person other than the Directors who can dismiss a student (if it has been approved by Directors and written notice was provided.) Students are to **only** be sent with their **parent or guardian** – boy/girlfriends, friends, etc are not acceptable. If another family member is picking up a student it will have to be approved prior to the event by the Directors (and also be in writing.)
4. Students must be seated and facing forward at all times during the time of transport. Students should not be standing up or walking around while the bus is in motion. Students should also not be kneeling on the seat or sticking any body parts/items out of the windows.
5. Students are not allowed to use flash photography or flashlights on their phones during transit for safety purposes.
6. No Blankets allowed – students who tend to get cold should bring a jacket.
7. When traveling on a Charter Bus with the option to play movies – selection is up to the chaperones – movies must be rated G or PG
8. Students are not allowed to listen to music or watch videos without the use of headphones – no portable speakers are allowed. All videos must be appropriate in nature.
9. Chaperones are to be spread out in all sections of the bus – front, middle, and back. The Directors will usually sit in the very front of whichever bus they are on and will assign chaperones on other buses to be in charge while the bus is in transit.
  - a. Those chaperones selected to be in charge on the bus will be expected to make appropriate decisions about volume levels from students, ensure students are sitting appropriately, enforce the travel

rules of students including NO PDA (recurring hand checks for longer evening rides), boy/girl seating, or any other inappropriate behavior. "Lead" bus chaperones should be communicating with all other chaperones throughout the bus concerning all above items.

10. Students are to remain on the bus upon arriving to the event site until the Directors give instructions.

### **Event Guidelines – Competitions, Concerts, etc**

1. The OHS Band will always move together and sit together wherever we go with rare exceptions. Chaperones should be spread out amongst the students and sit among them, move with them, and supervise accordingly. Chaperones are not to permit a group of students to sit by themselves for any reason. Students may use restrooms or visit concession stands without a chaperone as long as they are in groups of 3. Groups with mixed gender must have an **equal** amount of boys and girls. Ex. – 3 boys, or 2 boys/ 2 girls. 1 boy with 2 girls or 1 girl with 2 boys is **not** allowed.
2. When at an event students and parents are representing the OHS Band, School, and District at all times. Provide reminders whenever necessary so that all are meeting these standards and expectations.
3. Students should remain in their attire (uniform, concert attire, etc) at all times until the Directors have given the order to change. While wearing any part of the uniform or concert attire everything must be worn appropriately.
4. When listening to other groups perform, students and chaperones should be courteous and respectful. Talking or using cell phones is not allowed. (More specifically for indoor performances)
5. While at any event chaperones should be a model of good behavior for each student. Please be respectful to Directors, event staff, fellow chaperones, and opposing teams/bands. Please keep any personal opinions or remarks to yourself while on duty as an OHS Band Chaperone.
6. Ensure all students are in the appropriate location by the time designated by the Directors. Depending on the event, times and locations are not provided until the event has started – if you are unsure when and where students should be – ask the Head Chaperone whenever possible, **then** as a Director, if you cannot find the Head Chaperone.

### **Football Game Procedures**

1. Report at the time designated by Directors (Home typically 5:00, Away typically 4:15 depending on departure time)
2. When students are moving from the bus to their seating area in the stands or moving back to the bus/band room, chaperones should be **in front and back of the band** to ensure a clear path is made while marching/walking in and that no students are left behind for any reason.
3. Water should be put in place (in coolers and iced) before the game (home) or brought out while the band is unloading the truck at an away game. Once in the stands the students should *immediately* receive water once they are seated. Parents are in charge of giving out water, *not students*.
4. Chaperones are responsible for 'roping off' the band section in the stands wherever we are sitting. Chaperones should keep this area blocked off from other audience members and make sure no one enters this area, regardless of who they are. Students should not carry on conversations with *anyone* over the rope/taped off area.
5. Chaperones should not eat in the stands or attempt to provide any student with food unless permission has been provided by the Directors. (Students are **NEVER** to eat in uniform and only have **water** to drink)
6. When students are using the restroom they should be accompanied with 1 chaperone and we are to only have 1 group of 4 students out at a time! (to avoid confusion it will work best to have 1 parent dedicated to restroom duty so that multiple parents are not taking students). Avoid taking all 4 from 1 single section - ex. 4 clarinets, or 4 mellophones, etc.

7. When the band moves out of the stands to begin warming up parents should take this opportunity to clean up any mess that might be left in the stands, then join the band to assist with moving of equipment or props onto the field.
8. Chaperones/volunteers should be ready to help move equipment off of the field at the conclusion of the bands performance.
9. After halftime some chaperones will accompany the Front Ensemble members to the loading truck to put away their equipment.
10. Towards the end of the 4<sup>th</sup> quarter chaperones should begin collecting any trash from all members.
11. Once the game is over the chaperones will walk next to the band (as well as in front and back) until the group has reached the bus/loading area. Once the students are at this area chaperones may help students load equipment and then begin loading the bus to take attendance.

**Communication:**

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[www.OakleafBands.com](http://www.OakleafBands.com)

**Band App**

**Chain of Command/Communication (students)**



**Chain of Communication (Chaperones/Volunteers)**

