



## Cape Fear High School Band

### Chaperone Guidelines

#### General guidelines:

1. Chaperones must be at least 21 years of age and have a child in the program.
2. Chaperones are expected to enforce the appropriate elements of CFHS School Handbook at all times.
3. Chaperones are to set a proper example for students at all times by exhibiting model behavior. Be on time and at designated checkpoints set by the band director.
4. Listen to all announcements by the band director to ensure you hear any changes or updates to the itinerary. Be present and attentive at pre-event announcement sessions.
5. Chaperones should not allow any situation to get out of control. If a situation cannot be resolved quickly by speaking (NOT YELLING) with the student, the chaperone should seek assistance from a member of the staff or the band director. Do not become engaged in an argument with any student. Students are expected to treat all chaperones with respect and comply with any instructions given by the Chaperones.
6. Chaperones are expected to treat students with respect. Chaperones should strive to remember that high school students' self-esteem can be fragile and avoid making comments which will embarrass or humiliate a student. However, our first priority must be the safety of the student and others in band. The Cape Fear Band program has a code of conduct and high expectations regarding student behavior which will not be compromised. If you encounter a student who refuses to comply with a reasonable request made in a reasonable manner, immediately seek assistance from a member of the staff, or the band director.
7. A chaperone should NEVER put their hands on a student unless he/she is clear danger to himself/herself, or to other students or adults.
8. Although you may be assigned a specific group of students for whom you will serve as primary chaperone, ALL chaperones are to help with ALL students as needed.
9. Chaperones are not to administer any medications including pain relievers such as Tylenol to students. All medications to be given to students must have been included on the student's medical form. Only the Head Chaperone (or their designee) will administer medications during band events.
10. The Head Chaperone will discuss coverage needs with the Band Director prior to any event and the number of chaperones to be used will generally be 1 chaperone per 10 students for any event or performance throughout the year. Only those chaperones will be allowed to travel on the bus with the students. Other adults will need find their own transportation to any performance or event.

#### Special bus trip guidelines:

1. The chaperone committee chair or his/her designee will ensure that first aid kits are secured and accompany the band on any bus trip.
2. Chaperones will check the roll on each bus and count students before leaving any place the band may be (food stops, bathroom breaks, competition sites, etc.). One chaperone will check the roll by name. One chaperone will independently count the number of students and adults and ensure the numbers match. The buses do NOT roll until every student is accounted for.
3. A chaperone has the right to request the buses stop at the next safe pull off if necessary to deal with discipline or safety issues. The Band Director will make the decision to do so if he/she deems necessary.
4. Chaperones are expected to maintain order on the buses. Please distribute yourselves evenly throughout the bus. Sit at the back of your section so you can see the students you are chaperoning. You may want to find opportunities to occasionally get up and move through the bus.
  - a. Students should remain seated when the bus is in motion.
  - b. Students will ride the same bus for the duration of the trip.
  - c. Maintain reasonable noise levels for the situation. Students need to be allowed to socialize and enjoy the trip but it shouldn't get so loud as to be disruptive to the driver. When maneuvering

into a parking spot or backing up, absolute quiet is essential so the driver can focus and hear any instructions or warnings.

- d. Be sure any group activities which get underway on the bus reflect behavior that is respectful of each other (No lewd or disrespectful songs ever!).
  - e. Every student must have a seat. No student is allowed to sit on another student's lap. No student is to be standing or sitting in the aisles of the bus.
  - f. Bags, purses, etc. are to be stowed in the overhead compartments or under the seat, not in the bus aisles.
5. When exiting the bus, one chaperone will do a final check and walk down the bus checking the lavatory (if so equipped) to ensure all students have exited the bus. If some students remain on the bus, there must be a chaperone present with them. Never leave students unattended on a bus or other vehicle
  6. Check the bus at the end of the day for any items left behind in the overhead areas or under the seats. Purses, cell phones, instruments, etc., left on the bus may not be there when the students return later.
  7. Report any issues you don't know how to handle to the Head Chaperone or Band Director.
  8. Be sure you get the cell phone numbers of the chaperones and the Band Director on the other buses for that day before you leave the school.
  9. Report notable behavior issues to the Band Director at the end of the trip. This will allow the Band Director to address these issues with the band or applicable student before the next trip.

#### **Additional Information:**

1. Chaperones will be requested for each event/trip they are needed by the Head Chaperone or his/her designee. They will be selected from a list of eligible candidates who respond to the request. A person will be considered eligible if they are a booster in good standing, and have worked in some other capacity (not as an event chaperone) for the good of the band. This work includes but is not limited to:
  - a. Helping to feed students at band camp or other events
  - b. Assisting with band camps
  - c. Distributing fund-raiser products
  - d. Prepping, cleaning, hemming, repairing, or otherwise working with uniforms
  - e. Maintaining, repairing band equipment in any form.
  - f. Building props, or helping in any capacity with the Roadies
  - g. Helping color guard in any capacity
2. The list of selected candidates for each event will be communicated to the candidates specifically and to the boosters in general so we are all on the same page. A fair rotation of eligible persons will be maintained so as to provide as many eligible persons as possible the opportunity to chaperone an event.
3. Upon arrival at school all chaperones should report to the band room and sign in with the Chaperone committee chair or their designee. Only those chaperones who were pre-selected for any event will act as chaperones. No "walk up" candidates will be selected unless we are short on chaperones for a particular event.
4. Chaperones are expected to assist with getting the band ready to perform. Duties may include pinning gauntlets, issuing plumes, serving water and/or snacks, and if needed helping to unload the truck(s), helping with the pit/ props, and other duties as deemed necessary by the Head Chaperone or his/her designee.
5. At most events we receive a limited number of passes and these will be given to the chaperones when available. Be aware that we may not always receive sufficient passes for everyone and you may have to pay the entry fee to watch the band perform.
6. In the past, Chaperones have received free entrance to home football and to most away games, but away game entrance cannot be guaranteed. Entry is enforced by athletics not the band, and we have to comply with their rules regarding free passes.
7. Anyone (child or adult) accompanying a chaperone will be expected to pay fees at the designated event even if they are riding a bus with a chaperone.
8. Finally, if there is ever a question about anything regarding the duties and responsibilities of a chaperone or a student, **THE BAND DIRECTOR IS ALWAYS THE FINAL AUTHORITY.**