

Rochester Area High School

MARCHING PRIDE



CHAPERONE GUIDELINES

2009 Revision

Thank you for your willingness to serve as a band chaperone this marching season. The commitment of time you make to help the students and the band staff is greatly appreciated. It would be impossible to have a successful performance without you! These guidelines have been developed to assist you as a chaperone and to answer any questions and clear up any uncertainties that you may have when chaperoning.

The primary responsibility of adult chaperones is to assist the Band director and band staff in the care of students from the time they enter the band room door until they leave to go home at the end of the evening. The safety and well being of students is the number one priority.

GENERAL GUIDELINES

1. Please plan to arrive 15 minutes prior to the scheduled time for students to arrive. For example, if students must report by 6:30, please make every effort to arrive by 6:15. When arriving, please check in with the HEAD CHAPERONE for the evening. You will be informed who this individual is when you are called to chaperone.
2. Chaperones are to make sure that the rules of the school district and marching band are followed by ALL students in the marching band at ALL TIMES. This includes musicians, colorguard and managers.
3. A chaperone is to command the same respect as a teacher, but does not have the authority to discipline a student. That responsibility lies with the band director, band staff, and school administration. If you observe a student breaking a rule, please report the issue immediately to the director or nearest band staff member.
4. A chaperone must act in a professional manner at all times. Chaperones must be careful not to make demeaning comments or use any type of vulgar language around students and not make any negative or degrading comments about bands or adult staff or chaperones from other bands. We want to avoid creating any embarrassing situations for our band which ultimately will have to be dealt with by the director and school district administration.

5. General Responsibilities of Chaperones

- Help enforce rules (see below)
- If possible, assist the loading crew with loading/unloading the truck.
- Assist the pit and managers with QUICKLY getting the pit equipment on and off the field during performances and moving and staging it before and afterwards.
- Manning the uniform room and changing areas before and after performances
- Distributing and collecting plumes
- Putting the large cushions on the bleachers before students arrive and taking them off at the end.
- Enforcing Conduct Rules (See Section 14 of the Band Handbook).
- Enforcing bus rules and good behavior on the buses (See Section 15 of Band Handbook)
- Enforcing stands rules and escorting students to and from changing facilities, restrooms and the concession stand. (See Section 17 of Band Handbook)

THE BUSES

- We tend to have the greatest behavior problems on the buses. Please be familiar with Section 15 of the Band Handbook – Bus Rules.
- On each trip, there will be anywhere from 4-6 chaperones. One chaperone must remain in the front of each bus and AT LEAST one must sit in the back seat of each bus. This can be decided upon by the chaperones themselves prior to departure.
- Chaperones have the authority to reassign a student to a different seat if the need arises.
- Prior to arrival at a performance site and upon departure students will change on the bus in mixed company. Chaperones must remain stationed throughout the bus to monitor students. Students are not permitted to “strip down” while changing. Absolutely no undergarments can be exposed. This is especially a problem in the dark. Please report any issues to the director.
- Boys and girls are never permitted to share the same seat on a bus at any time. This rule will eliminate most of the “public display of affection” issues.
- When we arrive at a performance site, students must put the windows up before the bus parks and once they exit the bus, they must remain silent until given further notice by the director or head chaperone. We will enforce this to promote the band’s image as a first class organization. We never want to be referred to as the “Rude Rambunctious, Rochester Rams” again! *(this comment was made by several host parents at a competition.)*
- NO student may board the bus until their class is called by the head chaperone. One chaperone must stand by the buses once they arrive in the parking lot to ensure that no students are loading their things or saving seats.
- Chaperones must do a trash check several minutes BEFORE arriving back at the school. All trash must be disposed of in garbage bags that are provided. *Please make sure students never throw trash out the window!*
- Other important bus rules:
 - 1) Stay in the same seat and remain seated throughout the trip.
 - 2) Students cannot lie down. All feet must be on the floor and all heads visible.
 - 3) No hands, faces, legs or other body parts out the window.
 - 4) No shouting. Help the driver to keep the noise level down.
 - 5) Students cannot spray anything. Students cannot spray hair spray, cologne, perfume, body spray or any aerosol product on the bus. Some people, particularly the driver or chaperones, are highly sensitive to these substances and spraying them could put the safety of the entire bus in jeopardy.

THE STANDS

- Please be familiar with Section 17 of the Band Handbook – Stands Rules.
- **KEEP AN EYE ON THE STUDENTS** – During football games, chaperones are reminded that the number one priority is the safety and well being of all band members. While you enjoy the game, you are asked to remain with the band at all times and to be ready to help at a moment's notice.
- **RESTROOM BREAKS** – Chaperones are responsible for accompanying students to the restroom. **The head chaperone will be in charge of announcing restroom trips.** At football games, restroom breaks will occur once at the beginning of each quarter but may also be needed by individual students for emergency purposes. At competitions restroom breaks should occur every 20 minutes. Chaperones must accompany students directly to the rest room and remain with them until arriving back in the stands. **Under no circumstances are students permitted to wander away on their own!**
- **FOOD/DRINK PROVIDED BY HOST BANDS** – At football games, chaperones are asked to ensure that the only thing which is distributed to students during the 1st, 2nd and 4th quarters is **water**. Any pop or food which are provided by visiting bands cannot be distributed until the 3rd quarter, which is the students "OFF QUARTER". Any pop or snacks left over from the 3rd quarter can be distributed on the bus ride home. When woodwind and brass students drink pop and eat junk food such as chips and cookies prior to a halftime performance, all of the sugars, grease and chemicals present in the pop and snacks negatively affect how well they can play their instruments play during the performance and consequently the overall sound of the band. All of the sugar and grease actually can damage instruments. Although this does not affect percussion and colorguard, we have to make it fair to all.
- **NO FOOD/DRINK DELIVERIES**– Students are not permitted to have adults or friends buy and deliver food or drinks to them in the stands. No student is permitted to have refreshments until the entire band is allowed to have them. This occurs during the 3rd quarter when students visit the concession stand by CLASS ORDER. *Please help us enforce this policy by intervening with any adult or student who breaks this rule.*
- **NO VISITORS** - Family, friends and visitors of students are not permitted to sit in the designated band seating area at any time during a football game. Please instruct anyone who tries to do so to leave immediately.
- **NO LEAVING THE BAND AREA** – Students are not permitted to sit outside of or leave the designated band area at any time without the permission of the director or head band staff member. They also may not "straddle" the boundary rope and talk to friends immediately on the other side. Please help us to enforce this.

THE STANDS, continued

- **REMAIN IN ASSIGNED SECTIONS** – Please help to ensure that students remain seated with their section at all times during the 1st, 2nd and 4th quarters. *During the 3rd quarter only, students can sit with and mingle with other band members, but still must remain in the designated band area.*
- **VISITING THE CONCESSION STAND** - Chaperones are responsible for escorting students to the concession stand during the 3rd quarter. There will be 3 groups of students and one chaperone will accompany each group. The chaperone must insist that each student remains in their sight at all times. Groups will be called to go by the director or head staff member. They are:
 - i. Loading Crew/Drum Majors/Seniors*
 - ii. Juniors and Sophomores*
 - iii. Freshmen and 8th graders*

Chaperones not in charge of a group will station themselves HALFWAY between the concession stand and the band area to ensure that all students who get their food go DIRECTLY BACK to the band stand area. Students cannot stop and mingle – they must keep walking back to the band area.

- **EATING IN UNIFORM** – Students must exercise care when eating in uniform. Eating in uniform is a privilege we give the students – most band directors do not permit their students to consume anything (except water) while in uniform. Students must drape their sash over the back of their shoulder while eating to prevent spilled food or drink from staining it. Please inform the head chaperone of any student who stains any part of their uniform with food or drink – they will be billed for the dry cleaning. Also, students cannot place food and drink containers on or inside any instrument – especially on top of drums!
- **NO PERSONAL ITEMS** - Students are not permitted to bring purses, coats, gym bags, pillows, books, magazines, homework, I-pods, bags of candy or snacks or anything else in the stands. They must leave them on the bus or in the band room. Please report anything that you see to the nearest band staff member.
- **CLEANING UP GARBAGE** – Make sure students pick up all trash before leaving the stands. This is THEIR JOB. Watch for those that leave their trash behind and instruct them to go back and pick it up.

UNIFORMS

- **CHANGING AREAS** – For home football games and parades there will be no changing in the band room. Boys will change in the chorus room or boys locker room and girls will change in the auditorium. One chaperone of the same gender needs to remain in each of these areas to ensure the privacy of students. At away games and competitions, either a designated area at the host school or the buses will serve as the changing areas.
- **UNDER THE UNIFORMS** – While the drum majors and band staff will conduct uniform inspections, chaperones who are monitoring changing areas must make sure that no student wear jeans, cargo pants or sweatpants under the blue uniform pants. Long pants will pull against the uniform fabric (which is mostly wool) and damage it very quickly. Students can only wear athletic shorts or under armor beneath the uniform in warm weather and thermal underwear (long johns) in cold weather. Also, make sure the students do not dirty the uniform on the floor when changing. Most importantly, make sure they are not wearing shoes when putting on or taking off the uniform pants! Extensive damage will occur when pants are yanked over the shoes.
- **UNIFORM ROOM BEFORE AN EVENT**– At least 2 chaperones need to remain in the uniform room prior to performances and immediately once we arrive back at the band room to ensure an orderly flow. Prior to a performance, these chaperones need to make sure that students are moving quickly in and out of the room. They also need to make sure that every student’s shoes are shiny and clean. Paper towels and cleaner will be available for the students to clean them with.
- **UNIFORM ROOM AFTER AN EVENT** - At the conclusion of the evening, the task is much greater: Students will line up after they have changed and they will have to show a chaperone that they have properly hung their uniform in the garment bag before they can leave. If a student did not hang their uniform up correctly, kindly ask them to step aside and fix it. Do not send a student to the back of the line who has to re-hang their uniform as this has caused a lot of frustration on both sides in the past. Once all uniforms have been hung up, please make sure all uniform bags are opened up so the uniforms can vent and spray down all uniforms (including those in the colorguard room) with Febreze.