



## HAVELOCK HIGH SCHOOL BAND

### CHAPERONE POLICY AND GUIDELINES



# CHAPERONE

COME JOIN US, YOU'LL HAVE  
JUST AS MUCH FUN AS YOUR KIDS!



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# HAVELOCK HIGH SCHOOL BANDS

“Building A Tradition”



## 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 Havelock High School, Craven County Schools and our Community.

## INTRODUCTION

- ❖ Thank you for volunteering to chaperone with the Havelock High School Bands. Getting involved in the band program will give you the opportunity to share with your child the last four years of his/her secondary 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.
- ❖ Getting 115+ students to and from games/competitions 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 really is an awesome experience to be associated with this amazing band.
- ❖ After reading through these guidelines, if you have questions or concerns contact a Band Booster Executive Board Member on the website at [www.havelockband.com](http://www.havelockband.com).

## CHAPERONE GENERAL GUIDELINES AND POLICIES

- A chaperone, an adult pit crew, or an equipment trailer driver who interacts directly with the students must be a band booster member, 21 years of age or older, in good standing as required by Craven County School Policy and Havelock Band Boosters Association Constitution and By-laws. They must also review the “Chaperone Policy and Guidelines Handbook” and sign a contract to acknowledge and agree with adherence to expected responsibilities.
- The Volunteer Coordinator will solicit band booster members for volunteers desiring to make a commitment to be a chaperone for each event through the Charms system.

- You must be signed up on Charms to get a chaperone pass. If you are not signed up on Charms, please be prepared to purchase a ticket for the games and competitions.
- If you are unable to fulfill a chaperone commitment, please contact the Volunteer Coordinator as soon as possible so that he/she can find an alternate chaperone.
- Chaperones will follow directions and guidance from the band directors.
- Chaperones assume many roles during the course of the marching season as well as at competitions throughout the school year. A chaperone's responsibility is to help the band director in providing a safe and comfortable environment by supervising and helping to maintain control of students. Our first priority is to ensure the safety and well-being of all band students. It is important to get everybody where they need to be; with everything they need, in a timely and SAFE manner. It is virtually impossible to anticipate all situations that might endanger the students; however, chaperones are encouraged to be watchful and to quickly address any situations that might be hazardous. Should a crisis arise, the band directors are the final authority and we will act under their direction and on their behalf – reacting appropriately, quickly, and fairly. The band directors rely heavily on chaperones to keep things moving in a positive direction.
- The chaperone will interact with students in a respectful manner, avoiding obscene language and gestures. In addition, smoking in the presence of students will be avoided and the consumption of alcohol, while in a chaperone role, is prohibited.
- Chaperones will not use student's names in social media. Be careful not to talk about student's behavior on social media. Our goal is to have the community see the positive side of our band program.

### **STUDENT DISCIPLINE**

- The approach to discipline for the chaperones of a band student is simple: "Treat each band student as if they were Mr. Benitez's children not your children." Do not hesitate to hold the band students accountable and responsible for their actions or lack thereof, but always be fair, discreet, and maintain everyone's integrity at all times. We want the students to have a good time! Report any problems to the head chaperone or to a band director immediately.
- Expect and encourage the students to act like respectable ladies and gentlemen. Don't embarrass or shame them in front of others, as it just makes things worse. However, failure to adhere to guidelines after appropriate warnings will result in names being reported to the band directors.

## **STUDENT BEHAVIOR REGULATIONS**

- Havelock High School Band has a set policy regarding appropriate behavior from students when traveling to school-sponsored events. These regulations follow Craven County Schools' Student Conduct Guidelines and **must be enforced consistently by all chaperones.**
- Public Display of Affection (PDA) is NOT allowed while on "band time." Remember, this is a band function – not a date! PDA is a poor reflection of our band, students, school, and community. That means heads and hands are visible at all time. No sitting on each other's laps. Band trips are neither the time nor the place for this type of behavior. PDA just makes everyone uncomfortable. Do not hesitate to stop PDA; however, it must be done discreetly, quickly and effectively, up to and including separation. For example, the first warning could be, "Not appropriate, I need to see your hands" or "I need you to sit up", whatever the situation calls for. The second warning could be, "If I have to tell you again, I'll separate you". If PDA continues, follow through and separate them. Please let the head chaperone know and it will be reported to the band directors. Don't forget to get the students' names.
- The use of profanity by any student should not be tolerated and must be discouraged at all times. This is a poor reflection on our band, students, school, and community. Usually saying something like, "Keep it clean", "Excuse me?" or an admonishing glance in their direction lets them know they are wrong. If repeated attempts to stop profanity do not work, let the lead chaperone know and it will be reported to the band director.
- Students should NEVER disrespect another band or its members. Remember to ALWAYS CHEER for other bands.
- Students will show RESPECT to all directors, administrators, teachers, band staff, chaperones, and parents at all times.
- All students are to remain with the band throughout the trip and follow the instructions and guidance of chaperones.
- BAND STUDENTS ARE EXPECTED TO BE AT THE RIGHT PLACE, AT THE RIGHT TIME, WITH THE RIGHT EQUIPMENT ---READY TO GO!!!

## **EVENT RESPONSIBILITIES**

- In order to move the band in an organized and rapid fashion, everyone will listen to the band directors, staff, and drum majors when instructions are being given.
- Chaperones are encouraged to wear Havelock clothing or colors to bolster spirit and provide easy identification. It is permissible to wear jeans or shorts. Wear comfortable shoes. Later in the season, a jacket or sweatshirt may be needed for cool nights.
- We recommended that chaperones be prepared for various situations. It is a good idea to carry items such as a flashlight, small scissors, tissues, safety pins, hairpins, band aids,

tape, hand wipes, lint tape, etc. Belt bags or backpacks are a good idea. These can be kept on your person at all times and allows you to keep your hands free. There is no secure storage for purses or valuables. Sometimes the buses are locked but are not secure.

- Chaperones should arrive at least 45 minutes prior to scheduled event/departure time to assist with preparation tasks and obtain designated assignments from the head chaperone.
- All chaperones will remain with the band at all times to assist with performance preparations, to offer support and encouragement, and to provide attention to the band's specific needs. Do not volunteer to chaperone if you are not planning on staying with the band through the entire event.
- During Marching Band, chaperones are considered a part of the field crew, assisting with the multiple tasks required to get the marching band's show set up and staged.
- After each performance, support and praise for a job well done and other such positive comments should be communicated to students.
- Students are to be monitored for dehydration; water and snacks shall be offered.
- After a performance, chaperones will stand by and wait for specific instructions from the directors regarding what is to happen next (i.e.: reload bus, watch other performances, mealtime, etc.).
- Chaperones will escort the band out of the performance area and assist with organizing and storage of uniforms, instruments, flags and other equipment, etc.
- First Aid Kit and Medical Permission Forms: A first-aid kit and medical permission forms are available at every band function for minor emergencies. These are located in the band director's black rolling box. Any medications given must be documented and checked against the permission sheets. The band directors should immediately be made aware of all medical situations of a serious nature.
- Radios: Radios are used for communication by band directors, staff, chaperones, and equipment/trailer drivers. Radios are assigned to the lead chaperone for each bus. If you are assigned a radio, ensure that you know how to use it and that directions are followed regarding charging of the radio on long trips. When using the radio, state who you are wishing to speak with and the identify yourself (for example, "Mr. Benitez, this is Mr. Jones"). Wait for a response and then communicate your message. Mr. Benitez will communicate directions over the radios to chaperones so make sure that you are able to hear radio communication by adjusting the volume according to the situation. Avoid using the radio for unnecessary conversation. Please do not yell into the radio.

## **CHAPERONE DO'S AND DON'TS**

### **Do's:**

1. Give POSITIVE support to the group, especially after a performance.
2. Provide CONSTRUCTIVE comments and be FAIR with the students you are to chaperone.
3. Be GENUINELY interested in your students as you interact with them.
4. Consider segregating yourself from your own son or daughter unless he or she asks for your assistance. Your child will know you are there if they need you!
5. Be CONSISTENT with the rules and regulations of the group. If you are unsure of how to handle a situation, ASK!
6. Have a good time and ENJOY yourself just remember that your first responsibility is always to the band.
7. Be a good EXAMPLE at all times. Students will mirror what they see from adults.
8. Help dispel RUMORS by investigating and not repeating the many rumors that seem to always start on a trip.
9. SUPPORT and ENCOURAGE your directors. They are dedicated individuals who work hard to make events possible for the students.

### **Don'ts:**

1. Don't complain in front of the students.
2. Don't put down other bands. They have worked just as hard as we have and deserve our respect.
3. Don't hesitate to volunteer your services when needed.
4. Don't chatter or small talk on the band radios, these are for necessary communication only.
5. Don't grant "special" favors to the students.
6. Don't criticize the directors or change policies that the directors have set forth on the trip.
7. Don't smoke, drink alcohol, or use improper language or engage in any other negative behavior when students are present.

## **UNIFORM GUIDELINES**

- A band student must respect his/her uniform at all times.
- Marching Band students will look as uniform as possible while in their marching band uniform.
  - One small stud per ear only.
  - Hair should be inside the hat when performing with hats.
  - Hair should be up and off of the jacket when performing without hats.
- The exception to this rule is the colorguard who will follow the guidance of the guard director.

- Chaperones should remind band students to make sure they have their instruments, gloves, correct color socks and shoes. Chaperones should also make sure the band students are dressed correctly and that their shoes are clean.
- Please be careful with the plumes. Touching the feathers or forcing the feathers in the wrong direction can cause damage to the feathers and structure of the plume. Always hold the plume by the metal base when inserting or removing it from the hat. When removing the plumes from the storage container, pull out of the storage tubes by gently pulling from the front edge. When inserting the plumes into the storage container, insert by holding the plumes by the metal base and gently sliding forward.
- Band students are not permitted to change out of uniform unless instructed to do so by the band directors.
- Do not hang uniforms for the students. They are capable. Chaperones are to check that the uniform is hung correctly. Ensure that all the pieces are on the hangars: black pants under the coat on the coat hanger, vest and white pants are on a separate hangar in front of the coat inside the correct travel bag.
- Chaperones should make sure the students return their uniforms to its numbered location on the uniform cart.
- Report to the Uniform Chairperson any issues with a uniform regarding fit or disrepair.
- When returning from all events check with the Uniform Chairperson to see if help is needed when we return to the band room.

### **HOME FOOTBALL GAMES**

- Games generally start at 7:00 pm. Please report to the band room by the required band report time posted for each game. When you arrive, check in with the head chaperone, designated for each event, to pick up your official “chaperone” badge (that is your ticket into the game) and to help with any last-minute tasks.
- A pre-determined number of chaperones (decided by the principal of the high school) will be given free admission to the home football games by using the chaperone badges. Chaperones using these badges should not sit in the general audience seats. Chaperones using these badges should remain with the students at all times.
- Before every football game, chaperones are responsible for the band water coolers. Water coolers should be filled with ice and water and cups should be available for the band students to use. The water coolers, along with soft drinks, ice, and snacks, are taken to the band area of the stadium on the “Gator” prior to the game.
- The black rolling equipment box, First Aid Kit, plume cases, and the “Mega Vox” (loud speaker) will also be carried to the band section of the stadium on the “Gator”.



- When the band marches into the stadium, chaperones should walk along both sides of the band to make the band students aware of obstacles such as speed bumps and potholes, mud puddles and gravel areas. This is especially important for the drum line. No one should be allowed to cut through the band except in emergencies. Spectators and students must wait for the band to pass.
- Band students and guard members are responsible for keeping up with all equipment and uniforms. Full uniform (less the hat) is required to be worn properly while in the stands and on the way to and from the restrooms and concession stand. Hats will be placed in designated areas.
- Only current band members, current guard members and authorized chaperones are allowed in the band section of the bleachers.
- The large water coolers and cups should be placed in the band section of the bleachers prior to the game. Chaperones should begin “watering” the band upon entrance into the bleachers immediately following the pre-game performance. Refill cups as requested. Remember that the first few games are pretty hot, and the students will need a lot of water.
- Band students and guard members are to remain in the band section of the bleacher at all times throughout the 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> quarters, ready to play. The band director must approve restroom breaks. No student should go to the restroom alone.
- Band students and chaperones will not become involved with improper cheers or behavior while with the band. The use of profane, vulgar, or obscene words, gestures or other actions that could be viewed as inappropriate are strictly prohibited.
- Band students are not allowed to leave the band area without permission. Concession stand is off limits until 3<sup>rd</sup> quarter.
- It is okay for students to talk, stand and yell during the game. However, it is important that they pay close attention to the drum majors and are ready to play when needed.
- During 2<sup>nd</sup> quarter, the band will leave the stands, put on their hats, get a plume for their hats, and assemble off field for halftime. During this time, the chaperones;
  - Watch over the band section of the bleachers to ensure that nothing is tampered with while the band is gone. The only people allowed to sit in this section during halftime to watch the show are chaperones and possibly former students who are visiting the band. All others should be politely asked to leave.
  - Throw away any trash and/or cups.
  - Make sure water coolers have enough water in them, and replenish cups if necessary.
  - Set-up refreshments (soft drinks and snacks) on the grassy area next to the end of the bleachers near where the band sits.

- After the performance, the Uniform Chairperson collects plumes.
- Third Quarter: During the 3<sup>rd</sup> quarter break, band students are offered soft drinks and snack and may go to the concession stand and restrooms. Chaperones should remind students to be careful with food trying their best not to soil their uniforms. Chaperones are expected to accompany band students to the restrooms and concessions to ensure band policies are being followed and that safety is maintained. Chaperones may need to help students keep track of the game clock. Band students are not allowed to roam around the stadium area or sit in other areas of the stands. Everyone must be back in his or her seat ready to play with 1 minutes remaining in the 3<sup>rd</sup> quarter.
- No band student is permitted to leave the game in advance of group dismissal, unless excused by the directors.
- During 4<sup>th</sup> quarter, chaperones should pass trash bags and help supervise trash pick-up in the stands with student leaders. At the end of the game, most chaperones will leave the stadium with the band to walk alongside the band to warn of obstacles. A few chaperones should remain to check the bleachers for anything the students may have left. Return ice coolers, black rolling box, First Aid Kit, tables, plume box, and the “Mega Vox” (loud speaker) to the band storage room.

### **BUS TRAVEL**

- Chaperones need to check in with the head chaperone upon arrival 45 minutes prior to departure in order to receive bus assignment. If available, provide cell phone number to head chaperone (designated for each event).
- The head chaperone will appoint a lead chaperone for each bus and will designate individuals to carry radios. The lead chaperone for each bus will be responsible for relaying instructions to the students and other chaperones and for assigning duties on the bus as needed. Any and all discipline problems encountered on the trip should be reported to the head chaperone or directors as soon as possible. Each head chaperone should carry a trip itinerary at all times and make notes of any last minute changes.
- The head chaperone will determine bus assignments for chaperones as fairly as possible. Bus #1 is normally designated for Color Guard, although band students are allowed to ride as space permits. The band directors and staff ride bus #1. Bus #3 is generally Percussion; again other band students are allowed to ride as space permits. Bus #4 is generally upper classman. Students load buses by class beginning with the senior class.
- **Head Chaperone Pre-Travel check list:**
  - Meet with other chaperones. Designate a lead chaperone for each bus. The chaperones on Bus #1 will help the guard students in preparation for their performance. Our guard director might have a preference of chaperone depending on their skills with hair and make-up. Please check with the instructor.
  - Designate specific chaperone bus assignments.

- Designate radio operators and pass out radios. Complete the radio log to make sure the number of the radio is recorded next to the correct chaperone's name.
  - Chaperones should plan their bus seating arrangements, to ensure that chaperones are located at the front, middle and back of the bus.
  - The front seats of Bus #1 are reserved for the band directors and staff.
  - Obtain a bus attendance roster forms for each bus to be filled out prior to departure in order to be able to verify that everyone is on board after each stop. The attendance roster should include both students and adults for each bus.
  - Load water, cups, paper towels, trash bags, snacks, etc.
- Bus drivers are our lifelines to get us to where we need to be safely and on time. Bus drivers take their jobs seriously and expect everyone to follow the regular school bus rules. These include the following:
    - Courtesy to all on board is expected.
    - Students are to keep voices at a low volume.
    - Students may listen to portable disc or MP3 players with headphones only.
    - NO BODY PARTS SHOULD EVER EXTEND OUT A WINDOW FOR ANY REASON.
    - NOTHING SHOULD BE THROWN OUT A WINDOW FOR ANY REASON.
    - No standing or changing seats while the bus is rolling.
    - Horseplay or loud, unruly behavior is prohibited. No yelling, chanting, screaming, or squealing (this will drive a bus driver crazy very fast!)
    - Students are not to enter or exit through the rear or top exit doors of the bus unless given specific permission to do so by the bus driver.
    - No instruments are to be played on the bus.
    - When we use Charter buses, we may bring videos and/or DVDs. Only G, PG, PG-13 movies are allowed.
    - Students may bring snacks and drinks on the buses. When we use charter buses, remember that only drinks with the screw-on tops are allowed.
- When traveling by school bus or charter bus, chaperones are responsible for a variety of jobs. It is crucial that chaperones pay attention to the students and the driver during the bus ride; therefore, socializing should be kept to a minimum so that the following can be taken care of:
    - Monitor the loading of the bus. Help students with loading the bus by providing appropriate direction. Remind students to make sure that they have their instruments (either in hand or loaded on the trailer).
    - Maintain a clean bus, periodically passing trash bag down the aisle. It is very important that the students clean up after themselves. We must leave the buses in the same condition, or better than, we received them.
    - Obtain and verify attendance roster by name and seat location, including adults. Students sign the roster by seat location and are required to maintain that bus seat throughout the remainder of that trip.
    - Monitor and supervise student activities, which include controlling noise level and correcting inappropriate behavior.

- Remind students to remain IN seats. No standing or kneeling is permitted while the bus is moving.
- When making a stop on the way to an event, the director will instruct the lead chaperones as to the amount of time allotted for the stop. The lead chaperone will in turn relay the information to the students and chaperones on his/her bus. When students, staff and chaperones get back on the bus, it is **mandatory** that everyone be accounted for by name. The lead chaperone for each bus is responsible for completing a roll call. The director and bus driver will be notified of attendance prior to movement of the bus.
- Remind students to always stay in groups of three to ensure their safety. No student should ever be found wandering alone. If a student is found alone, have the student stay with a chaperone until he/she can be connected with a group of students.
- When arriving at destination the chaperones must keep students calm and seated. No one is allowed off the bus without permission from the band directors and without instructions.
- When returning from an event, chaperones will assist in loading the buses and accounting for all students and adults. There will be no switching buses. Lead chaperones take attendance and report back to the directors
- The ride home starts out loud and usually gets quiet very quickly. Don't expect total silence on your bus. Be reasonable with your expectations for the students. The inside of the buses are essentially metal shells and will naturally be loud. You should be able to see both heads in a seat. Students are never allowed to lie down in seats. Please take a trip up and down the aisle a few times throughout the trip to say hello to the students and check activities in the seats. This is especially important when it is dark and you cannot see everyone's heads and hands clearly. It is also just being friendly and interacting with the students. During colder weather, students may have blankets but are not allowed to share the blanket – only one student allowed under any one blanket.
- About 15-20 minutes before arrival back at school, the lead chaperones will remind the students to collect all belongings and check for trash around their areas and place it in the appropriate receptacle. Lead chaperones should walk back and check the condition of the bus. If trash has not been appropriately picked up, then students should remain on the bus until the bus is clean. Each bus should have a broom.
- Upon returning to the school, students are required to clean up all trash and leave the buses clean. Chaperones will assist in unloading, cleaning and inspecting the bus for cleanliness and items that may have been left. Chaperones are to return badges to the Assistant Director's office.
- Band bus rides can be a very enjoyable part of marching season. We want you as chaperones to enjoy our games, competitions, and bus rides. Please have as much patience with the students as possible. As long as students are acting within reason, there should not be a problem with them having a good time.

## **AWAY FOOTBALL GAMES**

- Please report to the band room by 45 minutes prior to departure. When you arrive, check in with the head chaperone (as designated for that event) for bus assignment and to assist with any minute job tasks.
- Guidelines for bus travel are contained in the section above.
- When we arrive at the stadium, pay attention to the instructions that the band directors give the students. As the students leave their buses, help make sure everybody has what they need for the game.
- A limited number of chaperones are generally given free admission to the away football games, however, be prepared to pay admission if necessary. Also, Chaperones are expected to remain with the band and assist as needed.
- Band students will put on their uniforms at the uniform trailer after they get off the buses.
- Chaperones and equipment trailer drivers will unload the instrument trailers and position the instruments for the students to pick up. Once the students pick up the instruments the cases will be returned to the trailers for safekeeping.
- Chaperones and equipment trailer drivers will unload the “Gator”, props, guard flags and the pit instruments and trailers. Assembly and staging is required.
- The band will conduct itself in the same manner for away games as they do for home games (see Home Game section above).

## COMPETITIONS/DAY TRIPS

- Competitions and other adjudicated activities are important features of the band program. It is through these activities that the band obtains valuable feedback about their progress as individuals and as a program.
- Guidelines for bus travel are contained in the bus travel section above.
- After arriving at the destination, the band directors will provide information regarding schedules and opportunities for the band to eat.
- A limited number of chaperones are generally given free admission to the competitions, however, be prepared to pay admission if necessary. It should also be noted that children of chaperones are not always admitted free of charge so chaperones traveling with young children should be prepared to pay their admission. Also, chaperones are expected to remain with the band and assist as needed.
- The band will generally be given the opportunity to watch other bands.
- Band students may put on their uniforms at the uniform trailer or at designated dressing room/area after they get off the buses. It is important that chaperones stay with the students while in the dressing room/area to ensure safety, accountability of uniforms, and adherence to band policies and to monitor student behavior.
- If you observe a uniform problem (i.e. high waters, loose buttons, missing pieces, etc.) contact the Uniform Chairperson immediately.
- Once in uniform, the band will warm up and prepare to perform. Plumes will be issued directly before a show and picked up immediately after the performance.
- Monitoring the band for hydration is important during competitions. Chaperones are responsible for “watering the band” during warm up and after the performance. Many times the band wind instruments, color guard, pit and drums warm up in separate areas. Chaperones should split up in order to make sure each of these groups has adequate assistance and supervision.
- At performance time the band will always move as a group to and from the competition site. Chaperones should walk on each side of the band to ensure that obstacles such as speed bumps and pot holes, mud puddles, and hazardous gravel areas are pointed out to the students as they march, especially the drum line. No one should cut through the band except in emergencies. Spectators and students must wait for the band to pass.
- Once the band enters the field for competition, drop behind the band and let the band be clearly seen. After the performance the director will inform the students where to assemble for viewing other performances and for the Awards Ceremony.
- Band students will be given instructions by the band director regarding changing out of uniforms and visiting concessions after performance or after Awards Ceremony, etc.

- After competition concludes, students load uniforms, instruments and color guard equipment onto buses and prepare for departure.
- Students who desire to leave an event with their Parents/Guardians must inform the band director prior to the event with a written note. Before leaving the actual event, the student and at least one parent/guardian is to personally let a chaperone who rides the student's bus know that they are leaving together.

### **OVERNIGHT TRAVEL GUIDELINES**

- When traveling to overnight competitions, the responsibility of the chaperone becomes more detailed and laborious. The role of the chaperone expands to not only assuring the students' safety and welfare, but entails consistent monitoring of physical and emotional situations for extended periods of time.
- Chaperones who desire consideration for major overnight events must also make a commitment to attend specific practices and other performances of the Marching Band as designated by the director. This is to achieve the experience required to assist with show set up and to become familiar with the students.
- The band directors reserve the right to dismiss and send home any student who disobeys the rules and whose general conduct and attitude is determined to be detrimental to the rest of the group.
- The following guidelines will apply to all overnight and extended travel events:
  - When arriving at the hotel, all chaperones and students will remain on the bus, until the band directors have checked in and obtained room assignments.
  - Room keys will be distributed to chaperones, who will ensure students, under their supervision gather all belongings and move *quietly* into assigned rooms. Students should perform a room check upon arrival and bring any discrepancies to the chaperone's attention. Make a list of any concerns or problems and give this list (noting the room numbers) to the head chaperone.
  - Chaperones are to ensure there is no room visitation by students of the opposite gender.
  - Students who have medical issues requiring prescribed medications will turn them over to the band directors. Students will make arrangements for taking medicines at the prescribed time.
  - Students are not to play instruments in the rooms.
  - Band directors will designate a "lights out" timeframe to afford the much-needed rest required by performing students. This also includes cell phones to be placed in the off mode. After "lights out" the students are not allowed to exit their rooms until wake-up call except in case of an emergency. Chaperones are to make sure this is taken seriously by all and followed through.
  - Each student room will have a piece of masking tape placed from the doorframe across the seam of the door on to the door itself at "lights out" by the chaperones. The purposes of the tape are to record the wakeup time chosen by the students for

the next morning and to provide an indication if the door was opened prior to wakeup call.

- Instructions regarding chaperone night watch duty will be provided at a chaperone meeting each night (usually after student “lights out”). Remember, chaperones are “ON CALL” 24 hours when on overnight trips.
- Room telephones will be turned off to outside calls. Students are encouraged to have periodic contact with their parents/family; the students may use cell phones or pay phones available at the hotel. Room-to-Room calls shall be limited to emergency use only after ‘lights out.’
- Chaperones will make sure their respective groups of students have received and responded to wake up calls (recorded on the room door tape) and are ready for departure in a timely manner. Chaperones should also make sure their respective groups of students have eaten breakfast and that they have all required traveling items.
- Courtesy is expected in the dining facility. Other groups and the general public use these facilities. Remind the students not to forget common courtesy including the way they dress. The clothing should be public appropriate and any student not wearing appropriate clothing should be asked to go back to their room and change. These are the rules that Lyn likes to use to remind students when they get off the bus.
  - Don’t act a fool and always use your filter
  - Say “yes ma’am”, “no ma’am”, “thank you very much ma’am”, “Please” and “Thank You”
  - Always clean up after yourself even at Bojangles
- Chaperones are not responsible for the safe keeping of large amounts of student monies or valuables.
- No one is allowed to leave the hotel premises without permission from the band directors. Any student found doing so will be dealt with severely. When going on planned “sightseeing” events or free time, students will travel in groups of three; any student found alone will be assigned to a chaperone.
- Each chaperone will be issued an emergency contact roster and must carry this with them at all times. It will include cell phone numbers for the band directors and other chaperones.
- Upon departure from the hotel, chaperones will assist students in gathering all their personal items, and will ensure each room is clean and in satisfactory condition. Chaperones will assist students with loading luggage and other items on the bus in a timely manner. Chaperones will obtain all hotel keys and return them to the director or designated person, usually the head chaperone.



# HAVELOCK HIGH SCHOOL BANDS

## CHAPERONE CONTRACT

2015/2016 SCHOOL YEAR



1. I have reviewed the “Chaperone Policy and Guidelines Handbook” and agree to carry out the mission statement and comply with all regulations.
2. I agree to make a commitment to travel regularly with the Havelock High School Bands.
3. I understand that as an equipment trailer driver I may be called upon to assist with chaperone duties.

Chaperone/Equipment Trailer Driver Name (printed): \_\_\_\_\_

Chaperone/Equipment Trailer Driver Signature: \_\_\_\_\_

Date: \_\_\_\_\_