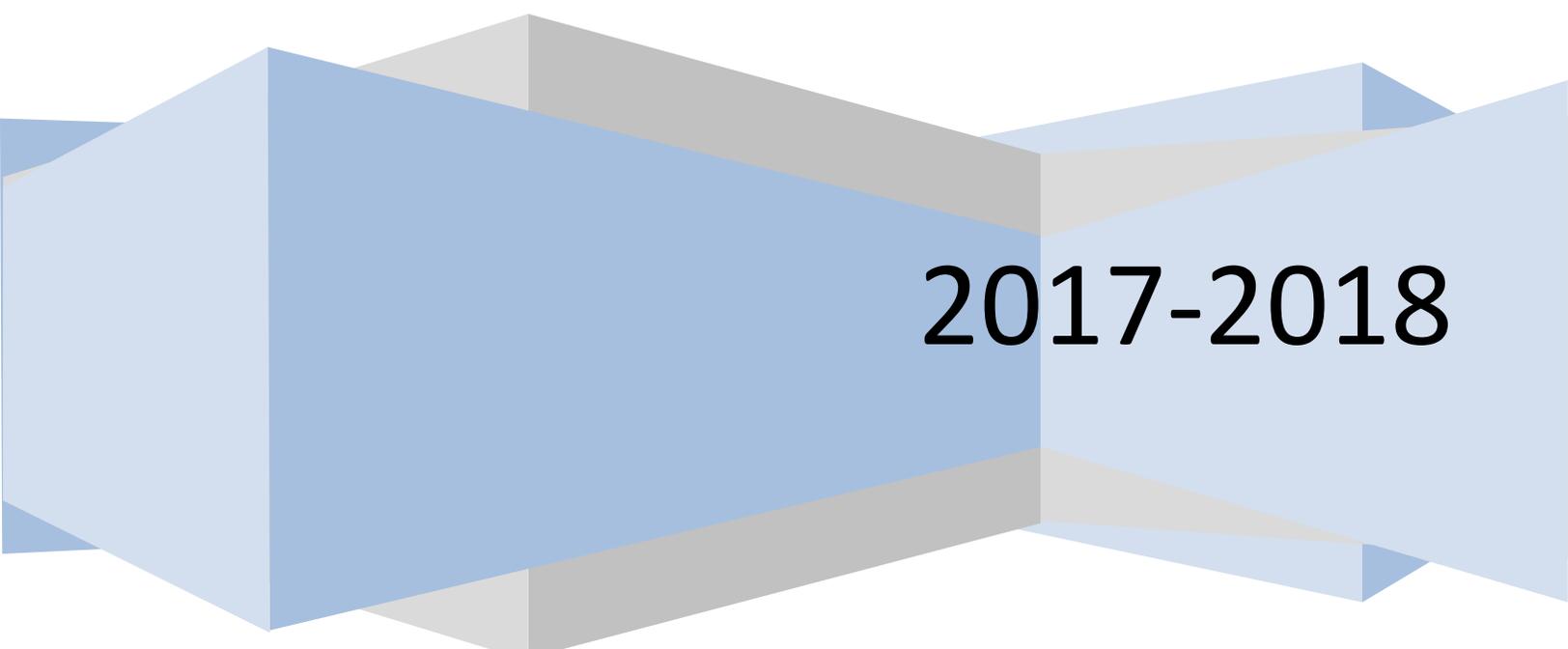


OSHS Blue-Grey Pride Band

Chaperone Policy & Guidelines Handbook

Dr. Mohamad Schuman, Director of Bands



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**AS INDIVIDUALS, WE CAN DO GREAT THINGS
FOR OUR STUDENTS.**

**AS A GROUP, WE CAN DO AMAZING THINGS
FOR OUR STUDENTS!!!**

Chaperone Mission Statement

We will provide assistance and guidance to all Band Students to help ensure their safety and welfare at school-sponsored events. We will consistently communicate and demonstrate mature, professional behavior that reflects positively on Ocean Springs High School and our Community.

Introduction

Thank you for volunteering to chaperone with the Ocean Springs High School Band. 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.

Maneuvering over 250 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 Parent Board Member by clicking on the email link for any of the board members listed on the Contact or the Band Parent page of the band website at www.bluegreyprideband.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 Parent Association member, 18 years of age or older, in good standing as required by Ocean Springs School Policy. Chaperones under 21 must be paired with an experienced chaperone 21 years or older. Only 2 chaperones under the age of 21 can attend any given event. Ocean Springs High School Band Parent Chaperones must also review the OSHS Band Parent "Chaperone Policy and Guidelines Handbook" and acknowledge and agree with adherence to expected responsibilities.
- ♪ The chaperone chairperson will solicit band parent members for volunteers desiring to make a commitment to be a chaperone for each event.
- ♪ If you are unable to fulfill a chaperone commitment, please contact the chaperone chairperson 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

chaperones' responsibility is to help the band directors 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.
- ♪ Any problems, unless it is an emergency, will be reported to the chaperone chairperson. The band directors and Doc are very busy and don't need to be bothered by routine operations. That is why we are here.

STUDENT DISCIPLINE

- ♪ Chaperones will not discipline band members. This is the responsibility of the band directors. Chaperones should advise band members in a pleasant manner, when they are not adhering to the rules and guidelines established by the band director or when they are not acting appropriately. We want the students to have a good time! Report any problems to the chaperone chairperson 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 through the chaperone chairperson.

STUDENT BEHAVIOR REGULATIONS

- ♪ Ocean Springs High School Band has a set policy regarding appropriate behavior from students when traveling to school-sponsored events. These regulations follow Ocean Springs 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. For all practical purposes, PDA is defined as just about anything more than handholding. Don't 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 chaperone chairperson know and it will be reported to the band directors. Don't forget the student 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", or an admonishing glance in their direction lets them know they are wrong. If repeated attempts to stop profanity do not work, let the chaperone chairperson 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 OSHS Band 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 recommend that chaperones be prepared for various situations. It is a good idea to carry a small flashlight. Scissors, tweezers, travel sewing kit, tissues, safety pins, hairpins and hair bands etc. are located in the first aid kit. There is no secure storage for purses or valuables. Even though the buses are sometimes locked, they are not secure. Back packs are recommended.
- ♪ Chaperones should arrive at least 20 minutes prior to scheduled event/departure time to assist with preparation tasks and obtain designated assignments from the chaperone chairperson.
- ♪ 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.

- ♪ After each performance, support and praise for a job well done and other such positive comments should be communicated to students.
- ♪ After a performance, chaperones will stand by and wait for specific instructions from the chaperone chairperson 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 plumes and other equipment.
- ♪ 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 with the chaperone chairperson. Any medications given must be checked against the permission sheets. The band directors should immediately be made aware of all medical situations of a serious nature.

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. 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 he/she needs you!
4. Be consistent with the rules and regulations of the group. If you are unsure of how to handle a situation, ask!
5. Have a good time and enjoy yourself, just remember that your first responsibility is always to the band.
6. Be a good example at all times. Students will mirror what they see from adults.
7. Let the chaperone chairperson know about any and all situations that arise.
8. Support and encourage your directors. They are dedicated individuals who work hard to make events possible for the students.

Don'ts:

1. Do not go to the band directors with trivial problems. They are very busy, and this is one of the functions of the chaperone chairperson.
2. Do not complain in front of the students.
3. Do not put down other bands. They have worked just as hard as we have and deserve our respect.

4. Don't hesitate to volunteer your services when needed.
5. Don't grant "special" favors to the students.
6. Games are pretty hot, and the students will need a lot of water.
7. Do not criticize the directors or change policies that the directors have set forth on the trip.
8. Do not 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.
- ♪ A band student will not wear jewelry, fingernail polish, or excessive make-up while in uniform for competitions.
- ♪ Chaperones should remind band students to make sure they have their instruments, correct color socks and shoes. They 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.

FOOTBALL GAMES

- ♪ Games generally start at 7:00 - 7:30 pm. Please report to the band room by the required band report time posted for each game. When you arrive, check in with the Chaperone Chairperson to pick up your official "chaperone" badge and to help with any last-minute tasks.
- ♪ Before every football game, chaperones are responsible for the band water coolers. Water coolers should be filled with ice and bottled water for the students to use. The water coolers are taken to the band area of the stadium prior to the game.
- ♪ The First Aid Kit and plume boxes will also be carried to the band section of the stadium (when they are used).
- ♪ When the band marches into the stadium, chaperones should block all the openings so that band students can walk together without any interference from spectators. Please notify students if there are any obstacles such as potholes or puddles. This is especially important for the drum line. No one should be

Allowed to cut through the band except in each event).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.
- ♪ Only current band members, current guard members and authorized chaperones are allowed in the band section of the bleachers.
- ♪ The large water coolers should be placed in the band section of the bleachers prior to the game. Chaperones should begin "watering" the band when instructed by the band director.
- ♪ 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 3rd quarter and instructed by the band director.
- ♪ 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 2nd quarter, the band will leave the stands, put on their hats, get a plume for their hats (if used), and assemble off field for halftime. During this time, the chaperones will:
 - 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, band parents 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 if necessary.
 - If snacks/meals are being provided to band members after half- time offer to help with carrying equipment or plates for the members.
- ♪ After the performance, the chaperones collect the plumes (if used).
- ♪ Third Quarter: During the 3rd quarter break, band students may go to the Concession stand and rest rooms, at the Directors discretion. 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 minute remaining in the 3rd quarter.
- ♪ No band student is permitted to leave the game in advance of group dismissal, unless excused by the directors.
- ♪ 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, rolling boxes, tables, plume box, and any other band equipment to the equipment trailer.

BUS TRAVEL

- ♪ Chaperones need to check in with the chaperone chairperson upon arrival 20 minutes prior to departure in order to receive a bus assignment. If available, provide cell phone number to head chaperone (designated for
- ♪ The chaperone chairperson will appoint a lead chaperone for each bus. 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 chaperone chairperson as soon as possible.
- ♪ The chaperone chairperson will determine bus assignments for chaperones as fairly as possible. Buses are assigned by instrument (Tuba Bus, Flute Bus, etc.). Students load buses by instrument as directed by the band director. Each section leader or student volunteer will conduct roll call on the bus, however it is ultimately the chaperone's duty to count the total number of students before the bus departs and upon return.

- ♪ **Chaperone Chairperson Pre-Travel checklist:**
 - ✓ Meet with other chaperones and designate a lead chaperone for each bus.
 - ✓ Designate specific chaperone bus assignments.
 - ✓ Complete the cell phone log to make sure the number of the phone is recorded next to the correct chaperone's name.
 - ✓ Chaperones are located near the front and back of each bus if possible.
 - ✓ Load water, 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 may include the following:
 - Courtesy to all on board is expected.
 - Consumption of food or drink are not allowed aboard the bus unless the band specified by director.
 - Students are to keep voices at a respectable volume.
 - Students may listen to portable disc or MP3 players, no amplified music.
 - No body parts should ever extend out a window for any reason.
 - Nothing should be thrown out a window for any reason.
 - Horseplay or loud, unruly behavior is prohibited. No yelling,

screaming, or squealing (this will drive a bus driver crazy very fast!), chanting and or singing is allowable providing it is OK with the bus driver.

- 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.
 - When we use charter buses and it is approved by the band director, students may bring snacks and drinks on the 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. 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 if food/drink are authorized. 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.
 - Monitor and supervise student activities, which include controlling noise level and correcting inappropriate behavior.
 - Remind students to remain in their seats.
 - 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 seeing the roll call is completed. 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 or more 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 director.

- 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. 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.
- 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.
 - Upon returning to the school, 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 chaperone chairperson.
 - Band bus rides can be a very enjoyable part of marching season. We want you as chaperones to enjoy our games, contests 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.

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 (Note: to date this has never occurred). 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 will put on their uniforms at designated area per the director.
- ♪ 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. Check with the Chaperone Chairperson ahead of time

- ♪ 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 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 departures.

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. Chaperones 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 chaperone chairperson.
- Chaperones are to ensure there is no room visitation by students of the opposite gender.
 - Students who have medical issues requiring prescribed medications will make arrangements for taking medicines with the chaperone chairperson.
 - 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. 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.
 - Instructions regarding chaperone night watch duty (if security has not already been provided) 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.
 - Chaperones will make sure their respective groups of students have received and responded to wake up calls 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.
 - 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 "sight-seeing" 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 ensure each room is clean and in satisfactory condition. Chaperones will obtain all hotel keys and return them to the director or designated person, usually the head chaperone.

As Individuals, We Can Do Great Things For Our Students.

As A Group, We Can Do Amazing Things For Our Students!!!