

Chaperone Handbook

Table of Contents

| | |
|---|----------|
| INTRODUCTION | 2 |
| ORGANIZATIONAL FRAMEWORK | 2 |
| MINIMAL REQUIREMENTS FOR CHAPERONES | 3 |
| Requirements for ALL chaperones..... | 3 |
| MCS Requirements for Overnight Chaperones..... | 3 |
| MCS Requirements for First Aid & Medication Dispensation Designees..... | 3 |
| When You Cannot Fulfill Your Duties..... | 4 |
| Ask Questions! | 4 |
| DISPENSING MEDICATIONS | 4 |
| Who Can Dispense Medication | 4 |
| How to Dispense Medication (for board-approved designees)..... | 4 |
| CHAPERONE RESPONSIBILITIES | 5 |
| Primary Roles of a Chaperone..... | 5 |
| CHAPERONE BASICS (for every event) | 5 |
| Chaperone Check-In/Check-Out..... | 5 |
| Communication | 6 |
| Chaperone Conduct..... | 6 |
| STUDENT CONDUCT | 7 |
| Overview | 7 |
| Coping with Misconduct..... | 7 |
| Examples of Minor Infractions | 7 |
| Examples of Major Infractions | 8 |
| Food and Drink Restrictions..... | 8 |
| Profanity..... | 8 |
| Displays of Affection..... | 8 |
| BUS GUIDELINES | 8 |
| Overview | 8 |
| Bus Drivers | 9 |
| Attendance/Roll Call | 9 |
| Seating | 9 |
| Bus Safety..... | 9 |
| Exit Doors | 9 |
| Monitoring Students on the Bus | 10 |
| Bus Behavior | 10 |
| Electronics..... | 10 |
| Food and Drink on Buses | 10 |

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

| | |
|---|-----------|
| Tour Bus Movies | 10 |
| Disembarking the Buses..... | 10 |
| Rest Stops..... | 11 |
| EMERGENCIES | 11 |
| Reacting to an Emergency..... | 11 |
| Following Protocol | 11 |
| Vehicle Accidents..... | 11 |
| Stadium Incidents..... | 11 |
| Sick or Injured Students..... | 11 |
| EVENT DETAILS..... | 12 |
| Weather Considerations | 12 |
| Water and Food..... | 12 |
| In the Stands/On Stage..... | 12 |
| Leaving a Venue | 13 |
| Trash | 13 |
| MHS Home Games | 13 |
| Typical Sequence of Events | 13 |
| Chaperone Duties during the 3 rd Quarter | 13 |
| Food and Drink Restrictions..... | 14 |
| Band/BOA Competitions | 14 |
| Typical Sequence of Events | 14 |
| Additional Chaperone Duties at Competitions..... | 14 |
| Overnight or Other Long Trips | 15 |
| Hotel and other Miscellaneous Expenses..... | 15 |
| At the Hotel..... | 15 |
| Walking to/from Event or Touring..... | 15 |
| Free Time Privileges..... | 16 |
| MEDICAL SECRETARY NOTES | 16 |
| Document Preparation | 16 |
| Medication Collection Process..... | 16 |
| Departing MHS..... | 17 |
| Returning to MHS..... | 17 |
| First Aid Bag Checklist..... | 17 |
| HEAD CHAPERONE NOTES..... | 17 |
| Departing MHS..... | 17 |
| Arriving at a Venue | 18 |
| Checklist for Overnight Trips | 18 |

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

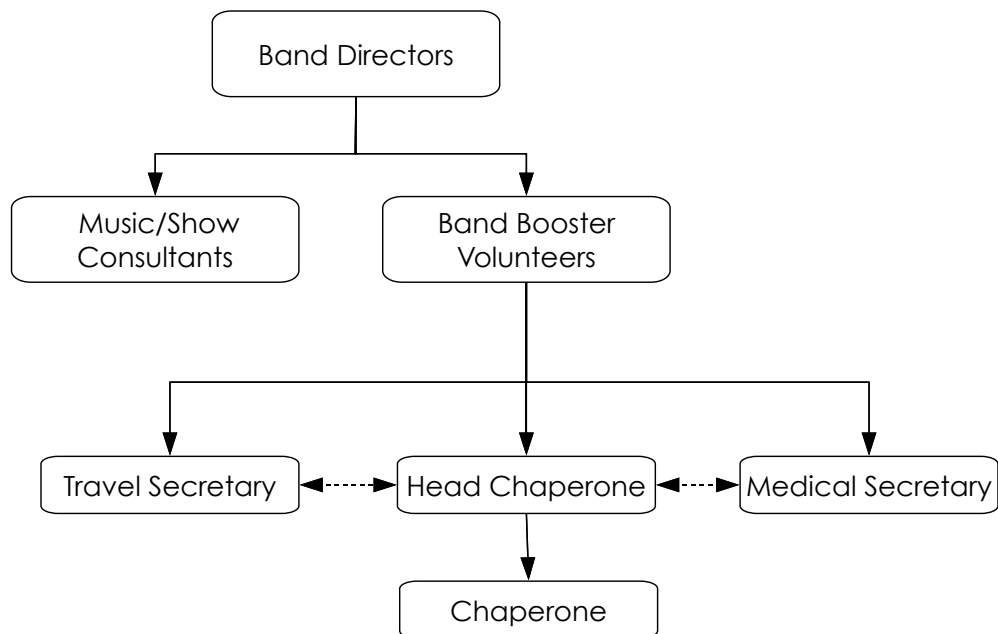
INTRODUCTION

Thank you for volunteering to be a chaperone!

This handbook is written for both experienced and inexperienced chaperones. Each chaperone brings a unique set of talents, experience, and expectations, making it possible for us to better serve a diverse group of students and parents; however, it is necessary to clarify the rules (dictated by the school, band director, or head chaperone) that every chaperone must minimally agree to uphold and also the tasks that each chaperone is expected to complete.

If, after reading the handbook, you have further questions about a policy, please ask the band director for guidance. The band director will either answer the question or direct you to an authoritative resource. We look forward to a successful season.

ORGANIZATIONAL FRAMEWORK



- **Band staff** members have *full* authority over all students, chaperones, and band activities. Band staff members employed by Mason City Schools (MCS) are:
 - Mr. Bob Bass (band director)
 - Mr. Avious Jackson
 - Mrs. Susan Bass
 - Mr. Jason Sleppy
 - Mr. Micah Ewing
 - Mr. Chad Fourman
- Band staff members collaborate with Mason City Schools (MCS) administrators.
- Music/show consultants are staff members and have authority over particular aspects of the performance or event such as music, drill, etc.
- The **travel secretary** is responsible for working with the band staff to determine the itinerary and plan meals for extended day trips and overnight trips.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- The **medical secretary** is responsible for working with the band staff to collect required medical paperwork and medications in accordance with MCS guidelines.
- The **head chaperone** has authority over other chaperones with respect to setting guidelines for caring for the students during travel events.
- The travel secretary, medical secretary, and head chaperone will collaborate with band staff and booster board members to ensure the needs of band are met in compliance with MCS policies.
- **Chaperones** report to the head chaperone and care for well students when the students are not under the supervision of the band staff.
- A roster of names and phone numbers of critical staff and volunteers will be provided as needed at each event.

MINIMAL REQUIREMENTS FOR CHAPERONES

Requirements for all chaperones

- Chaperones must be band parents or legal adults approved by the band director for the position.
- Chaperones must agree to adhere to the directions of the band staff and the head chaperone.
- Chaperones must agree to abstain from tobacco products, alcoholic beverages, and other substances that are banned on school property for the duration of all band events, whether on or off school property.
- Chaperones must be agreeable to maintaining student confidentiality with respect to medical needs and disciplinary action in accordance with MCS guidelines.
- Chaperones must be in good health. Specifically, traveling chaperones must have the stamina and physical ability to work long days, climb multiple levels of stairs/bleachers, and walk long distances.
- Chaperones must agree to dedicate *all* of their attention to the safety and needs of band students, plan to participate in *all* scheduled events, and may not assume primary responsibility for any other children while acting as a chaperone.
- Chaperones must agree to be financially responsible for their participation in all required activities. Fees may include lodging, meals, and event tickets.
- Chaperones must understand that there is never an "off-duty" period during an event. Specifically, on overnight trips, chaperones are on duty 24/7 from time of departure from MHS to the return to MHS.

MCS Requirements for Travel & Overnight Chaperones

- Complete a background check through MCS central office (fee required)
- Complete Stewards of Children training

MCS Requirements for First Aid & Medication Dispensation Designees

- Complete hiring process at MCS central office
- Submit to extended background check at MCS central office (fee required)
- Complete MCS medical training (certificate of completion required)
- Gain approval by the MCS board

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

When You Cannot Fulfill Your Duties

- **Contact** the head chaperone immediately.
- **Offer** as much assistance as possible to help the head chaperone arrange for your replacement.
- **Allow** as much lead time as possible when giving notice, as it may be difficult to find a replacement or reorganize to accommodate the change.

Ask Questions!

If you are new or missed a chaperone meeting, ask as many questions as possible. These guidelines are based on experience, and in many cases, the rules serve multiple purposes. If you imagine a better solution, please speak to the head chaperone *before* making changes. Feedback and suggestions are the best path to improving our organization. ☺

DISPENSING MEDICATIONS

Who Can Dispense Medication

- **During school hours**, students will receive medical care from the school nurse or employees approved by the school board.
- **After school hours and at on campus events**, staff members and the medical secretary may dispense medication in accordance with MCS guidelines. In addition, board-approved chaperones may be designated to dispense medication in accordance with MCS guidelines.
- **During travel events**, staff members, the medical secretary, and the head chaperone may dispense medication in accordance with MCS guidelines. In addition, board-approved chaperones may be designated to dispense medication in accordance with MCS guidelines. The medical secretary, head chaperone, and/or a board-approved chaperone will prepare/carry a medical bag with the following:
 - [SHH - Student Health History](#) (MCS-203)
 - [EMA - Emergency Medical Authorization](#) (MCS-201)
 - [MPG - Medication Planning Guide](#) (MCS-238)
 - [DMS - Dispensing Medications at School](#) (MCS-202)
 - [SWIHP - Student with Identifiable Health Problem](#) (MCS-217)
 - **Medications**

How to Dispense Medication (for board-approved designees)

- **Maintain** confidentiality
 - The SWIHP forms should be made available to all chaperones designated to dispense medication *before the student needs treatment*.
 - All other documentation is considered private and should be viewed only as needed *when the student needs treatment*.
The band director and medical secretary will review documents as needed for planning purposes.
- **Distribute scheduled medications** according to the schedule on the **Medication Planning Guide (MPG)** and **Dispensing Medication at School (DMS)** forms. Scheduled medications will be distributed at breakfast, lunch, dinner, and bedtime.
- For unscheduled medications/treatment or unusual circumstances, **record** the first aid action on the reverse side of the **Medication Planning Guide (MPG)**.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- If you do not understand the dispensing instructions, call the student's parent for clarification. If you have a conscientious objection to dispensing medication as directed, you must inform the director and/or the parent immediately. Avoid making statements in front of a student that may cause him/her to feel unsafe. For example, it is inappropriate to question the competence of the doctor or parent.
- Depending on the needs of the event, a central dispensing area may be set up. Alternatively, a designee may be assigned to care for students by touring group number, bus number, or room number.
- For **PRN (as needed) OTC medication** requests, **check the Dispensing Medication at School (DMS) and Medication Planning Guide (MPG) forms** for dosing instructions. Do NOT dispense OTC medications without a completed DMS form.
 - You may allow the student to call his or her parents. If possible, arrange for the parent to administer the medication.

CHAPERONE RESPONSIBILITIES

Primary Roles of a Chaperone

1. **Ensure the safety and welfare of students** when not in direct control of the band staff. All chaperones can provide non-medication first aid needs (such as bandages, ice, and hygiene products). It is virtually impossible to anticipate every scenario; therefore each chaperone must be vigilant and quickly address dysfunctional situations.
2. **Ensure students' timely arrival** where they need to be, *with* everything they need. Buses must be loaded *efficiently*, with all students, uniforms, equipment, and instruments according to the directions of the band director, the head chaperone, and travel secretary.
3. **Provide leadership** to the students. By example, chaperones set the tone for student behavior. A wide range of issues must be dealt with, from ordinary routine to teenage angst, to potential disasters, to actual calamities. Chaperones must deal every situation calmly and with confidence. Students view chaperones as role models and tend to react proportionately to their actions.

CHAPERONE BASICS (for every event)

Chaperone Check-In/Check-Out

- **Arrival Time:**
 - **Verify** the arrival time with the head chaperone in advance. The arrival time may vary from the last event you chaperoned. It may also vary from students' arrival time.
 - **Arrive** on time, prepared, and dressed in weather-appropriate attire. Punctuality is crucial.
- **Badges/Clipboards:**
 - **Pick up** a badge with your printed name upon check-in. You may also be given a clipboard for recording the attendance and headcount of students
 - **Display** your badge at all times. Do not assume students, parents, chaperones, or band staff members remember your name. Your name badge identifies you as a person ready and able to help. It may also serve as entry to events without a ticket.
 - **Return** the badge at the end of the event.
- **Preparing for the Event:**
 - **Ask** what you can do to help.
 - Are there any special instructions for the event?

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- Do water bottles/coolers need to be prepared/packed?
- Do snack and/or trash bags need to be packed? Consider the amount of garbage you expect to generate.
- Are there any special circumstances for this event?
- If the medical secretary or head chaperone has designated you, **ask** how you can help prepare the medical bag/documentation.
- **Finishing the Job:**
 - **Inspect** the bus/band room for trash and misplaced belongings. Offer polite yet firm reminders to students to share this responsibility.
 - **Clean up** and return any supplies to the storage room.
 - **Return** your badge and clipboard to the head chaperone.
 - **Wait** with students at the back of the school, in the small commons/band room parking lot. At least one chaperone must wait until ALL students are picked up by their parents/guardians. NEVER leave a student unattended on campus following an event.
 - **Do not leave until the head chaperone dismisses you.**

Communication

- Use cell phones as the primary means of communication.
- **Provide** your cell phone number to the head chaperone in advance of the event. A contact list with each chaperone's name and cell phone number will be distributed at each event.
- **Arrive** with your phone fully charged and **pack** a charger.

Chaperone Conduct

- **Attitude:**
 - **Make** constructive comments and trust students to rise to your expectations.
 - **Keep** a positive attitude towards the trip, the director, the students, and most of all, each other.
 - **Treat** all students as capable young men and women. Do not favor or crowd your own son/daughter.
- **Language:**
 - Chaperones are expected to adhere to *and* enforce the MCS Student Code of Conduct with regard to language.
 - Inappropriate language, derogatory comments, or offensive language will not be tolerated from the band staff, chaperones, students, bus drivers, or any other person supporting the band.
- **Smoking/Alcohol/Drugs:**
 - Chaperones may **not** smoke (or use any tobacco products) in the students' presence while on duty. With the head chaperone's approval, and if there is no objection to thirdhand smoke from any other event participant, smoking breaks may be taken *out of students' view*. For each break, the chaperone must communicate with the head chaperone and ensure that his/her responsibilities are covered during the absence.
 - Chaperones may **not** consume alcoholic beverages at any band event, and alcohol is strictly forbidden for the duration of the event. For overnight trips, chaperones may **not** consume alcoholic beverages at any time between "bed check" and "wake up."
 - Illegal use of drugs will not be tolerated by any chaperone at any time.
 - Chaperones may not arrive at any event under the influence of alcohol or illegal drugs.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- Chaperones are expected to enforce the MCS Student Code of Conduct with regard to tobacco, alcohol, and drugs.

STUDENT CONDUCT

Overview

- Chaperones are expected to enforce the MCS Student Code of Conduct and any student conduct policies created by the band staff or head chaperone for a particular event. All MCS codes are in force for school events both on and off campus.
- Because our community is diverse, it is essential for each chaperone to consider reasonable student conduct from a global perspective rather than through the lens of their own personal parenting style.
- As an extension of MCS, our students are permitted a degree of individualism in exchange for agreeing to take responsibility for their actions in accordance with published student policy.
- Because band events can differ dramatically from a typical classroom setting, it may be necessary to create additional student conduct rules for a particular event. The conduct constraints described below *are in addition to the MCS Student Code of Conduct* and are intended to offer parents assurance that their students are well cared for in their absence.
- Expect the students to act like respectable young men and women.
- Expect band members to set a good example for their peers.
- Expect band members to behave in a manner that will reflect positively on their band, school, and community.

Coping with Misconduct

- If you notice a *minor infraction*:
 - **Approach** the student in a non-offensive manner
 - **Speak** to the student directly and respectfully
 - **Recommend** a more appropriate behavior
 - **Avoid** yelling or making empty threats
 - **Do not embarrass or shame** any student in front of others
 - **Do not physically move or constrain** any student
 - **Use** your best judgment, but after one to two warnings without success, report the student to the head chaperone.
- If a minor infraction escalates to a *major infraction*, contact the head chaperone or band director as quickly as possible.
- If necessary, refer the student to a band staff member.
- Continue to respect the student's privacy after the resolution. These incidents should not be a topic of discussion with students and parents in the future.

Examples of Minor Infractions

- Tardiness
- Improper care of instrument, uniform, or music
- Missing uniform items or lost instruments
- Rude and/or inappropriate language and/or behavior

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- Irresponsibility or failure to follow the directions of the chaperone in a reasonable amount of time.

Examples of Major Infractions

- Insubordination
- Safety violations
- Inappropriate clothing
- Property damage/theft
- Disregard for the privacy or property of others
- Violent or aggressive behavior (including verbally abusive behavior)
- Sexual harassment or sexting
- Leaving the assigned hotel room between “bed check” and “wake up”
- Entering the hotel room, restroom, or dressing room of the opposite sex
- Intimate physical contact (physical contact should be restricted to hand-holding)
- Substance abuse (including use of alcohol, tobacco, and unauthorized medications)
- Unauthorized departure from event (without advance written permission from a parent on the **Release and Consent** form)
- Behavior causing embarrassment to the group, the school, chaperones, etc.

Food and Drink Restrictions

- When in uniform/concert attire, students may have water only.
- Except in the case of medical necessity, open food and drink are never permitted in the MHS band room.

Profanity

- The use of profanity is prohibited by the MCS student conduct policy and should not be tolerated under any circumstance.

Displays of Affection

- Hand-holding is the only public display of affection (physical contact) allowed between students during band events.

BUS GUIDELINES

Overview

- For liability reasons, *only* band staff, chaperones, band members, and equipment personnel may ride the bus with band members.
- Chaperones (not bus drivers) are responsible for monitoring and managing student behavior.
- If the bus driver alerts you to distracting behavior, resolve the issue immediately.
- Each chaperone has the discretion to sit anywhere on the bus as he or she sees fit.
- At least two chaperones will be assigned to each bus.
- At least one chaperone should remain on the bus whenever students are onboard.
- A chaperone should *never* be alone on the bus with a single student.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

Bus Drivers

- **Introduce** yourself to the driver.
- **Ask** if there are any special rules that the driver wants enforced.
- **Announce and enforce** the bus driver's rules.
- **Share** concerns about bus driver performance with the head chaperone or band director. Bus drivers are usually very professional and take their responsibilities seriously; however, if, in your opinion, a bus driver is taking unnecessary risks or is not driving safely, make a report. Bus drivers are not exempt from traffic laws. As bus chaperones, you are the most knowledgeable about a driver's performance, and it's your responsibility to call attention to unsafe or unacceptable performance.

Attendance/Roll Call

- For random seating travel:
 - **Mark** the name of each student as he/she boards the bus, using the roster provided.
 - **Tally** the head count.
 - **Provide** counts to the head chaperone before reporting "bus ready" to the bus driver.
- For assigned seating travel:
 - A chaperone will be designated to verify the students are seated according to a seating chart before reporting "bus ready."
- For any student *not* returning on the bus, verify that the head chaperone has a **Release and Consent** form. A **chaperone must witness the authorized person take possession of the student**. In rare cases, the director will allow students to leave with parents at an event with an on-the spot approval *and* completion of the form. In that case, the parent may complete a blank form. Have the student remain with you by the entrance to the bus as he/she waits for a parent.
- At the end of the event, return the marked attendance roster to the head chaperone.

Seating

- If seats have been assigned, the students must sit in their assigned seat for attendance.
- When seats have not been assigned, **students must ride the same bus on the return trip**.
- Chaperones have the final say on seat assignments; they may reassign seats as they deem necessary.

Bus Safety

- No body part should ever extend out a window for any reason.
- Nothing is to be thrown out of the windows of the bus at any time, whether it is moving or stopped. The bus will not stop to retrieve lost items.
- Students may not stand or change seats while the bus is rolling.
- There should be no horseplay or loud, unruly behavior. This includes yelling, chanting, screaming, or squealing.

Exit Doors

- Except in case of an emergency or directed to do so by the bus driver, students are not to open any exit doors or pass through the rear doors of the bus.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

Monitoring Students on the Bus

- **Introduce** yourself to the students.
- Briefly **review** the rules and any announcements the head chaperone or band staff has instructed you to make.
- **Learn** the students' names. Get to know the students and their dispositions and relationships (couples, quiet ones, comedians, etc.).
- **Meet** the section leaders on your bus. Ask them to help with simple tasks as needed.
- **Be observant!**
- **Take action** as needed. It is your job to create a clean, safe, comfortable environment in accordance with the MCS Student Code of Conduct.
- **Ask** the bus driver to borrow his/her microphone as needed to avoid yelling.

Bus Behavior

- Normal conversation is appropriate; shouting or screaming is not.
- Singing may be permitted on occasion. Check with the bus driver to be sure it is not a distraction.
- Students should respect the property and personal space of other passengers.

Electronics

- Students may use portable devices with headphones or using a mute feature.

Food and Drink on Buses

- Food and drink are not allowed on MCS buses.
- Some MCS bus drivers may permit water bottles. You may ask for the bus driver's approval to allow open water bottles.
- Tour buses may have different rules depending on the vendor and the length of the trip. Ask the bus driver, head chaperone, or travel secretary for the rules of the bus companies.
- Every bus *must* be left clean. All trash is to be cleared by the students and/or the chaperones.

Tour Bus Movies

- Bus movies will be rated G, PG, or PG-13. There will be **ABSOLUTELY NO R-RATED MOVIES**. If there is no clear rating on the movie's label, do not watch it.
- Any adult (including bus drivers) may veto a movie if he or she feels it is inappropriate for the audience.
- If the language, violence, or content is offensive to anyone on board, select another movie.

Disembarking the Buses

- **Wait** for instructions from the band directors or head chaperone.
- **Relay and reinforce** any instructions to the students.
- **Do not allow any student off the bus until directed to do so.**
- **Instruct** students to collect and store **trash** properly. Direct them to a trash bag or carry a trash bag down the aisle.
- **Instruct** students to collect **belongings** (or leave on the bus as instructed)
- **Instruct** students to close the bus windows.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

Rest Stops

- All restaurants/restrooms should be left as clean or cleaner than before we stopped.
- Students are expected to treat the property and other guests with respect at all times.

EMERGENCIES

Band activities are not inherently risky ventures, and serious occurrences are uncommon, but chaperones should be prepared for the possibility.

Reacting to an Emergency

- **Remain** alert and calm in assessing the situation.
- **Alert** the head chaperone or a band staff member immediately.
- **Call** 911 in case of life-threatening, extreme emergency.
- **Remain** with stressed student(s), offering continuing support, checking for injury.
- **Be part** of the resolution, not part of the crisis.
- **Stay** in communication with the staff and chaperones as needed to determine a productive course of action.

Following Protocol

Listed below is the protocol chaperones should adhere to if/when certain situations arise. This list is not inclusive of all potential situations.

Vehicle Accidents

- **Call** authorities via your cell phone.
- **Check** for injuries.
- **Decide** whether to evacuate the bus or remain in place.
 - If you stay in place (recommended), ensure the bus is in a safe location. *Most often it is best to stay on the bus.*
 - If necessary, work with the bus driver to move to an area away from danger. *Only move students off the bus in cases of imminent danger.* Should you have to leave the bus, move away from the roadway, keeping the group visible yet a reasonable, safe distance from the roadway.

Stadium Incidents

- **Remain** alert to the potential for fights, pushing, and shoving.
- **Do not handle** a physical altercation yourself. Allow the police/MCS staff to set the course of action.
- **Remain** in contact with staff and other chaperones to determine a course of action.
- **Be prepared** to move students out of a dangerous area. (More than likely the students will be ordered back to the stands or buses.)

Sick or Injured Students

- Report all sick or injured students to the medical secretary, head chaperone, band staff member, or board-approved designee immediately.
 - Some students have private health concerns that are known only among the medical secretary, head chaperone, band staff members, or board-approved designees.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- Some students have identifiable health problems. Although every chaperone is granted access to the SWIHP forms, only board-approved designees may implement action plans that require medication (including OTC meds).
- All students should be trusted and assumed to be honest in any description of medical concerns.
- If a student claims to have a medical need, accompany the student to someone who can provide first aid.
- If a student appears to be ill or injured, report your concern to one of the board-approved designees (mentioned above) as soon as possible.
- If the sickness or injury is life threatening, direct another person to call 911, a band staff member, and the medical secretary while you attend to the student. It is optimal that a staff member makes emergency calls, so please keep in mind that calling 911 is only for the most extreme situations.
- Under the direction of a board-approved designee, any chaperone may dispense Band-Aids, sunscreen, feminine hygiene needs, and other non-medication assistance as requested. Whenever possible, consider the treatment this particular student's parent would prefer. Consider how you would treat the complaint if it were your own child.

EVENT DETAILS

Weather Considerations

Be aware of the weather and adjust.

- **Hot/Sunny:** Ask the head chaperone about the water schedule for the event. Remind *all* students to hydrate themselves during water breaks. Remind students to apply sunscreen early and often.
- **Cold:** Dress warmly. Remind students to do the same, helping them understand the length of time they will be exposed to the cold.
- **Rain/Snow:** See the head chaperone concerning changes that will be made due to wet weather. Be prepared to dry outdoor seating.

Water and Food

- The head chaperone and travel secretary will consult with the band staff to determine the water/food needs for the event. They will make every effort to ensure food is safe for all students given the health concerns identified on the submitted SWIHP forms. In many cases, the parents of students with special dietary needs will be enlisted to help.
- Chaperones will be enlisted to help set up water/coolers *before* the event and clean up coolers *after* the event.
- Except under instruction from the band director or head chaperone, students are *not* permitted to eat food while in uniform.
- Students are *not* permitted to eat or drink on MCS buses.
- The head chaperone will consult with band staff members to determine *when* to give water breaks.
- All trash should be collected and disposed of promptly and properly.

In the Stands/On Stage

- Once students are under the direction of the band staff, check with the head chaperone to determine where you should sit or stand (usually to the side or behind the band).

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- Chaperones are expected to remain available to help as needed. No student should leave the area without supervision. No chaperone should leave the area without communicating to the head chaperone.
- Chaperones may be enlisted to help the uniform crew with any uniform issues as well.

Leaving a Venue

- **Remind** the students to collect their belongings and dispose of any trash.
- **Help** clean up and prepare to transport any water coolers, medical bags, etc.
- **Leave** the venue with the band.

Trash

- **Consider** the facility and pack enough trash bags to dispose of the garbage you expect to generate.
- **Collect** trash during or after the event.
- **Enlist and expect** the students' help.
- **Never leave** trash in an area the band occupies.

MHS Home Games

Typical Sequence of Events

1. Report to head chaperone.
2. Assume duties as directed while the band readies and then moves to the bus circle or multipurpose field for warm-up.
3. Selected chaperones go to the stadium to pre-check/clean the stands as needed, taking rags and/or rolls of paper towels during rainy conditions. In addition, they help with traffic control to ensure safety when the band is marching to the stadium.
4. Band moves to field (or stands) as directed by band staff.
5. Band performs pre-show/national anthem.
6. 1st quarter: Band remains in the end-zone stands.
7. 2nd quarter: Band moves to track for warm-up.
8. Halftime: Band performs.
9. 3rd quarter break: Band members may leave the stands but must remain in the stadium.
10. 4th quarter: Band remains in the end-zone stands.
11. Post-game: Band plays school alma mater.
12. Chaperones clean up the stands and pack for return.
13. Select chaperones control traffic for the band's return to the MHS bus circle.
14. Band returns to band room while chaperones return to MHS and follow directions from the chaperone chair.
15. Return badge and supplies.

Chaperone Duties during the 3rd Quarter

- **Remain** available around the stands, field, and concession stand to monitor students and equipment.
- **Watch** the clock and offer reminders that students are expected to be in the stands when there is 1:00 on the 3rd quarter game clock.
- **Clean up/collect** trash as necessary while the stands are empty.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

Food and Drink Restrictions

- When in uniform, students may have water *only*.
- During the break and when students are *not* in uniform, they may eat, drink, and visit the restroom.
- After the 3rd quarter, food and drink should be sealed and stored.

Band/BOA Competitions

Typical Sequence of Events

1. Check in according to head chaperone's instructions.
2. Load buses.
3. Travel to venue.
4. Instruct/assist students to dress per staff instructions. (This may be in the parking lot or on the bus.)
5. Move band to warm-up location.*
6. Watch/wait as band performs.*
7. Listen for post-performance instructions from band staff.
8. Load buses. Take attendance. Verify that there is a **Release and Consent** form for any student leaving via alternate transportation.
9. Return to MHS or travel to hotel according to the travel secretary's instructions.
10. Unload buses.

*Chaperones not normally required. Check with head chaperone to determine where you should wait and/or when you should return.

Additional Chaperone Duties at Competitions

- **Remind** students of competition grooming requirements:
 - no jewelry
 - no nail polish
 - hair completely tucked under shako
- On arrival, **do not allow any student off the bus until directed to do so**. Follow instructions from the band director, competition staff, or head chaperone that boards your bus.
- **Question** all students regarding equipment and uniforms as they depart the bus. Do you have every uniform part? Instrument? Did you leave your cell phone behind (if instructed to do so)? If they have dressed on the bus, be sure they are taking the following with them:
 - gloves
 - gauntlets
 - shako
 - plume (handle these with gloved hands)
 - instrument
 - dark socks and marching shoes
- **Help** the uniform crew check for pant length, clean shoes, untied shoes, plume on correctly, hair put up properly, and no jewelry, gum, or make-up. **Remind** students about staff instructions on any jewelry that cannot be removed. **Offer** to assist students with dressing in their uniforms if dressing in the parking lot. The uniform crew will assist with lost buttons and repairs, and can help with taping of gloves or other uniform issues.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- **Leave** band under the supervision of the band staff during warm-up and performance.
- **Prepare** for the next water break. Water coolers should be available from the equipment truck, and the band staff should let you know when you can distribute water to the students.

Overnight or Other Long Trips

Rules unique to each trip will be reviewed in a special meeting with the travel secretary and/or head chaperone prior to the trip. Attendance is mandatory.

Hotel and other Miscellaneous Expenses

- Chaperones staying overnight in a hotel will be expected to remain with the band. In addition, chaperones are expected to pay for a room at the price point arranged by the travel secretary or travel agent.
- Chaperones may request to share a room with another chaperone to minimize costs. Work with the travel secretary and other chaperones to find an agreeable roommate.
- Chaperones may be asked to purchase their own meals.
- At some venues, chaperones must purchase a ticket to view the show from the stands.

At the Hotel

- **Check** the rooms of each assigned student on arrival and departure for damages. **Alert** the head chaperone if the room is not in good condition.
- Upon check-in, **go** to each room assigned to you.
 - **Speak** to the room captain.
 - **Verify** that the room is in good condition upon arrival.
 - **Verify** that each student in the room has your *cell phone number* and *hotel room number*.
 - **Review** the next scheduled report time with students.
- **Adhere** to the “in your room” and “lights out” times set by the director or head chaperone.
- Students may not leave their assigned hotel room between “bed check” and “wake up.”
- Chaperones may not retire until all assigned rooms have been checked for the night.
- At “wake up,” chaperones must verify all students are awake and ready to report at scheduled report time. Do not rely on a hotel’s wake up call.
- Upon check-out, **go** to each room assigned to you.
 - The room captain and students should leave the room in good condition:
 - trash in the trashcan
 - linens piled on the bed
 - door open
 - **Verify** that the room was left in good condition upon departure.
 - For major messes, **consider calling** the room captain and students back to the room.
 - **Alert** the head chaperone if you notice damage to any room.

Walking to/from Event or Touring

- If touring groups are assigned, students are expected to remain with their group.
- Students should have the name and cell phone number of their assigned chaperone.

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- Chaperones should have the name and cell phone number of each student assigned to them.

Free Time Privileges

- Students are **NEVER** permitted to leave their chaperone, tour group, or bus group **without explicit permission** from their assigned chaperone.
- Students are **NEVER permitted to use public transportation** of any kind except as described on the itinerary or as directed by the head chaperone or band staff ***in case of emergency***. Walking is the only mode of transportation permitted during free time.
- Students out of sight or earshot of a chaperone must travel in **groups of three or four**.
- Chaperones should meet with their assigned students **in person** at least once each hour.
- Chaperones/students must verify that all cell phones are charged and in good working condition. Verify that the phone numbers are accurate. The chaperone must keep track of the names/phone numbers of the students for whom they are responsible during free time.
- The chaperone should describe the location in which he or she will wait. The students will be told which areas they may/may not visit. ***The student and chaperone should be separated by no more than a five-minute walking distance.***
- A pre-arranged return time should be agreed upon.
- If a group of students or a single student does not return at the agreed upon location on time:
 - Call the student(s).
 - If you get no response, question the students who agreed to travel with the student.
 - If you cannot locate the student, alert the head chaperone or band staff immediately. Tardy students lose free time privileges for the remainder of the event.

MEDICAL SECRETARY NOTES

Document Preparation

- **Organize** the following forms by bus number, group number, and/or last name as directed by the medical secretary or head chaperone.
 - **Emergency Medical Authorization** (required)
 - **Student Health History** (required)
 - **Medication Planning Guide (MPG)** (required)
 - **Dispensing Medication at School** (as needed)
 - Student with Identifiable Health Problem (as needed)
 - **Release and Consent Form** (optional)
 - Copy of insurance card

Medication Collection Process

- **Verify** the following:
 - **Check** that the label affixed to the front of the bag containing medication includes:
 - student's last name, first name

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- bus number
- room number
- group number
- breakfast/lunch/dinner/bedtime/PRN/CALL (circle all that apply)
- **Sort** medications by bus/group/room number as needed.
- **Log** receipt of medication into spreadsheet.

Departing MHS

1. **Arrive** no later than one hour prior to load time.
2. **Check in** with the band staff to discuss any special concerns.
3. **Host** medication drop-off.
4. **Prepare.**
 - Sort medical forms.
 - Sort medications.
 - Check contents of first aid bag (see checklist below).
5. **Pack** sorted forms, medications, and first aid bag.

Returning to MHS

1. **Return** medications to students.
2. **Return** documents to booster room cabinet.

First Aid Bag Checklist

- bandages/wraps and medical gloves
- topical antibiotic and insect sting relief
- sunscreen
- tissues and paper towels
- hand wipes/hand sanitizer
- feminine hygiene products
- gallon-size bags (to distribute for nausea or vomiting)
- hard candies, 1 pack of crackers, 1 sm. water bottle (for diabetics)

HEAD CHAPERONE NOTES

Departing MHS

1. **Arrive** no later than one hour prior to load time.
2. **Instruct** chaperones to arrive no later than 30 minutes prior to load time
3. **Check in** with band staff to discuss weather and/or any special conditions
4. **Distribute and/or assign** duties to other chaperones:
 - badges
 - contact list
 - attendance roster/clipboards with roster and pen
 - trash bags and cleaning supplies
 - water/coolers
 - food and/or supplies
 - other equipment

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

5. **Check** buses
 - Greet drivers
 - Check that equipment/water are loaded
6. **Load** students
7. **Resolve** issues (missing instrument, uniforms)
8. **Verify** head counts for all buses
9. **Check** for a “ready call” from each bus (“Bus [number] is ready”)

Arriving at a Venue

1. **Allow** students to disembark only once authorized by the band staff.
2. **Listen** for announcements from the band staff.
3. **Make** announcements to students (give location, duration, meet times, expected behavior).
4. **Resolve** issues.
5. **Inspect** students’ appearance.
 - For marching band competitions:
 - no nail polish
 - no earrings
 - no gum
 - hair pulled back as required
 - shoes /black socks
 - clean bib and jacket, properly adorned
 - shakos, gauntlets, and gloves
 - help uniform crew issue plumes
 - For concert performances:
 - a. Males:
 - Tux pants/jacket
 - Shirt
 - Shoes/socks
 - Cummerbund/tie/buttons
 - b. Females:
 - Dress
 - Pearls
 - Shoes
 - Otherwise, students should be dressed according to the band staff’s directions
6. **Confirm** with bus driver that doors will be locked.

Checklist for Overnight Trips

- Chaperone Badges:
 - name
 - bus number, group number
 - contact list
- Bus Clipboards:
 - complete student roster
 - bus list or seating chart
 - maps for:
 - ER/urgent care

Mason High School Band Boosters Chaperone Handbook

Updated 7/2014

- hotel to/from venue
 - hotel to/from practice field
- Chaperone Packet:
 - itinerary
 - hotel assignments for all students
 - contact list
 - master spreadsheet
- Ready Buses:
 - assign chaperones
 - clipboard
 - bus number signs
 - cooler/water
 - food if applicable
 - onboard supplies
 - flashlight
 - trash bags
 - hand soap/wipes
 - paper towels
 - paper cups
 - duct tape/masking tape
 - scissors
 - sewing kit (buttons, needles, thread, etc.)
 - safety pins
 - nail polish remover and cotton balls
 - Shout wipes
 - hairpins/ties
 - Ziploc baggies
- Under Bus:
 - student luggage **with** luggage tags
 - spare uniform/concert attire supplies
 - tub with:
 - paper plates/cups
 - napkins
 - silverware
 - extra trash bags