

2011 -2012 NORTH ALLEGHENY
HIGH SCHOOL BANDS
CHAPERONE HANDBOOK

General Information

Chaperoning is very rewarding and fun. It is a great way to get to know the students and a lot of great parents. Chaperones are friendly, helpful, calm, flexible, observant, patient, courteous and cheerful. The key responsibility of chaperones is the safety of band members.

Chaperones also assist staff, assist with equipment and maintain order and adherence to rules. We realize this is a lot of information, but we hope you find it helpful. If you have any questions, please do not hesitate to ask. On behalf of our band students, thank you for volunteering your time.

Chaperone Requirements

NASD requires that chaperones provide two Pennsylvania state certifications:

■ **Pennsylvania Child Abuse History Clearance Form (CY-113)**

This document can be found online at:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

■ **Pennsylvania State Police Request/or Criminal Record Check Form (SP4-164)**

SP4-164 can be processed online with a credit card at: <https://epatch.state.pa.us>. Be sure to follow all of the prompts and print out the full certificate.

The state charges a \$10 processing fee for each form. Chaperone clearances are good for three (3) years. (*NA School Board Policy #4224*)

Chaperones must also participate in a Chaperone Training Seminar. Topics covered during this seminar include maintaining confidentiality, anti-bullying and anti-hazing. Multiple sessions are offered in August.

Chaperone Attire

All chaperones must wear a gold shirt and black pants or shorts. NA band shirts, NA spirit wear or any type of gold top is acceptable. As the weather gets cooler, you will also be required to wear the gold chaperone jacket, which may be worn on top of your own coat. Blue jeans are not allowed. Any type and color of shoe is fine. But remember, you will be on your feet for hours at a time.

Chaperone Assignments

Scheduling chaperones for the season's events will be done at the beginning of the season. Parents interested in chaperoning will be asked to submit their preferences of dates and events before the season begins. Every effort will be made to accommodate preferences, but it must be understood that there may be more people interested in a particular event and/or date than are required.

New and inexperienced chaperones are initially assigned to "home" events and normally are paired with experienced chaperones.

Scheduled chaperones will be contacted via email or telephone early in the week of their scheduled event to confirm their participation and to provide information on when and where they should report. If you cannot attend an event for which you are scheduled, please contact the head chaperone as soon as possible. The head chaperone will schedule a substitute, no matter how close to the event you must cancel (even if it is after the confirmation call for the event). Do not ask anyone to fill in for you. All scheduling, rescheduling and substitutions are done by the head chaperone. If you must cancel a scheduled event, an attempt will be made to reschedule you for another event. However, since the season's schedule will have been done in advance, it may not always be possible to provide another opportunity.

General Chaperone Duties

The main purpose of the chaperone is to maintain a safe environment for our band members at all times; to form a “ring of safety” around the band members as they march and sit in bleachers; to keep track of the band members at away events; and to assist the band directors in any way we are needed. Chaperones should always stay engaged.

Duties for chaperones vary from event to event. Before each event, there will be a chaperone meeting to review policies, procedures and special circumstances of, and instructions for, the event. As a chaperone you will be asked to position ladders and auxiliary equipment on the field, supervise and secure the equipment trailer, take band members to rest rooms, walk with band formation for security and crowd control, stage and distribute water and snacks, clean up empty containers from snacks and drinks, do minor uniform and equipment repairs, assist staff as requested, supervise loading of buses for away events; check off names of band members on your bus and perform traffic control.

Bring problems, issues and questions to the head chaperones. Do NOT go to the band directors or staff during an event. The director and staff are very busy and must be focused on the band during all events and rehearsals. Also, to effectively manage the chaperone teams’ responsibilities, the head chaperones must be aware of any problems or issues. For these reasons, **the process for informing or asking questions of the director or staff is through the head chaperones.** The chaperone team should communicate all issues and questions to the head chaperones. If the head chaperones cannot answer the question or deal with the issue, they will discuss it with the director or staff and communicate back to the chaperone team. The head chaperones work very closely with the director and staff in establishing procedures and guidelines, and planning for band events. As a result, the head chaperones can usually answer most questions and deal with most issues without interrupting the director or staff .

- Chaperones should never allow a band member to leave the group unescorted. Band members are not allowed to leave or visit with anyone, including parents, during events.
- Chaperones should not escort band members of the opposite sex and should have at least three people in a group that includes band members.
- Chaperones should not discipline band members. This is the responsibility of the staff. Chaperones should advise band members, in a pleasant manner, when they are not adhering to the rules and guidelines established by the band director and staff, or when in the opinion of the chaperone, they are not acting appropriately. However, if the inappropriate behavior continues, the matter should be referred to one of the head chaperones.
- Chaperones should not call parents to report or discuss any matter concerning band members. The band director and staff will determine if and when contact with parents is appropriate and will make any contacts deemed necessary.
- Chaperones should not allow, encourage or ignore exceptions to rules for any band member, including their own children.
- Chaperones should not treat their own child or children differently than other band members. When chaperoning, you are responsible for all band members equally. You are not present to provide special assistance or privileges for your child. Actually, it is best to let other chaperones supervise your child.

- Chaperones should not interact with band members when the band is being organized by the staff and/or is in formation or block band, unless asked to assist by a staff member or one of the head chaperones .
- Chaperones should not administer or provide medication or medical supplies to band members, unless directed to do so by a member of the medical staff.
- Chaperones should not eat, drink or smoke in front of band members. Chaperones may have one of the snacks or refreshments when they are provided to band members. If you must eat, tell one of the head chaperones that you are going to the concession stand and eat out of sight of our band members.
- Chaperones are required to have a cell phone with texting capability and a texting plan.

Home Games

Before the Game

All chaperones must arrive in the NASH band room one-half hour before call time to pick up your assignment sheet and name tag and to sign out your radio. If the weather is inclement, this is also when you would sign out your gold coat. The radios and jackets are numbered so please use those numbers when signing them in and out.

Radios

Please make sure to take the bag of batteries for your radio. The radios are charged prior to events. However, if the rechargeable battery stops working, you will replace it with three batteries at a time from your packet. At the end of the night, return your radio and extra batteries to the bin. Please turn your radio on as soon as you leave the band room for the event and leave it on for the entire time of the event. The radio channel will already be set to channel 5.

Assignment Sheets

The assignment sheet will list your assignment(s) for the event, (i.e. block band location, pit, ladders, dance team, majorettes, flag team, etc.) as well as all of the cell phone numbers of the chaperones and medical staff at the event. Please use your cell phone when necessary to communicate, particularly if the radios are not working or you are not able to hear/transmit clearly on them.

Special Assignments

Pit

If you are assigned to the Pit, you will walk down to the field early with the Pit musicians and remain with them until the rest of the band gets down to the field. You will also monitor the equipment during half-time and assist the students, if needed, to move items to the field. After the performance you will help get the equipment to a designated area and back to the band room or percussion trailer.

Tiger Mascots

There are two chaperones assigned to the Mascots for each game or event. One for the first half of the event, and one for the second half of the event. The chaperone must stay with the mascots at all times, making sure that they don't trip over anything while in costume. The Mascots are to have their entire costume on at all times when they are in public. If they need a break or need to take the head of the costume off for a minute or two, they need to go behind the band bleachers so they cannot be seen.

Ladders

At home games, the large black ladder is taken down to the field by the band manager. The other two silver ladders are either carried by the chaperones designated to set them up or placed on the platform that the pit crew wheels down to the field. Check with the band manager for instructions for field set up for the pre-game, half-time and post-game performances and make sure the ladders get back to band room.

Traffic Control

Those assigned to traffic control, will need to place traffic cones at the entrance to the road by the band room and at the road entrance at the end of school building near the pool to block pre- and post-game traffic. The cones are to be placed at call time and post-game. Please depart the game two minutes before the end in order to place the cones.

All other chaperones need to be observant when walking with the band and block cars from entering the road until the band has reached the band room. People will move the cones and try to find a way out of the parking lot. Be polite, but firm. Remember, safety of the band members is the most important role of the chaperone.

During the Game

Rest Rooms

All band members must be accompanied to the rest rooms. Chaperones are to take at least two band members to the rest room. Female chaperones take female band members and male chaperones take male band members. If only one band member approaches you and asks you to take them to the rest room, please ask them to get at least one other band member to go along to the rest room. Wait outside of the restroom, unless you feel their safety would be compromised in any way. You may be asked to hold uniform jackets and/or instruments, while the members are using the restroom. You and the band members must wait by the rest rooms until all of the band members that you accompanied are ready to return to the field so that you all return together.

Halftime

If you have been assigned a task for halftime, please check with the appropriate coach – prior to halftime – for specific instructions. During playoff games you must move quickly to set up and pick up props as there is a strict time frame that the band must adhere to so that the football team does not receive a penalty. If you have not been assigned a task, please feel free to enjoy the show!

Dance Team

Help carry bags of props to the field and lay them out according to the dance coach's direction. Pick up props/items after the routine is over. Help pack bags as soon as the performance is over and carry bags and other items to a designated area.

Flag Team

Help set up the flags and other props as directed by the flag team coaches. Help remove the flags and other items after the performance and help carry to a designated area.

Majorettes

Help set up batons and other props as directed by the majorette coach. Help remove the items after the performance and carry to a designated area.

Third Quarter

The students do not perform during the third quarter. The Mascots also have the third quarter "off." Before halftime, hot dogs are packed in coolers by our concession stand volunteers. When there is approximately six minutes left in the half, two or three chaperones (who do not have performance or half-time duties) will be asked to go to the band concession stand and retrieve the coolers with the hot dogs. Set up the coolers at each end of the band bleachers along with the coolers of water. After the half-time performance and once the band members are back to the bleachers, chaperones can pass out the water and hot dogs to the band members. Do not station any coolers in front of the bleachers before the band is off the field and back at the bleachers!

Early Dismissals

If a student requests to leave an event with his/her parent/guardian, (usually after half-time) the band member should have submitted a written note to Mr. Stefan, Mr. Baldanzi or one of the head chaperones prior to the event.

When the student is ready to leave, he/she must be accompanied by their parent/guardian and, with their parent/guardian, must check in with the head chaperone before they will be permitted to leave. If a note was not written and given to the head chaperone prior to the event, the parent/guardian must write one at the time of departure and give it to the head chaperone before the student will be permitted to leave.

Post Game

Band members are to clean up their trash after the game. However, chaperones should check the band bleachers and remove any trash or other articles left behind.

Chaperones walk back to the band room with the band, being especially cognizant of cars and traffic.

When entering the band room at the end of the game, kindly TURN OFF your radios and return them along with the extra batteries to the designated bin. Return name tags and hang up jackets in the uniform room. Kindly mark off the returned items on the check list.

Away Games

In general, the same rules apply for away games and home games. The critical difference is traveling with a large group of students and maintaining the count.

Buses

There are usually seven school buses per event/game. There are at least two chaperones assigned to each bus.

Bus Rules

- Students go to an event and come back from an event on the same bus.
- Students must remain seated when the bus is moving.
- No back packs, uniform bags or anything else is allowed in the aisles of the bus. Aisle must be clear to allow emergency exit. No one is to leave the bus through the rear door.
- Instruments and bags cannot be piled higher than the seat back.
- Keep hands, arms and legs inside the bus at all times.
- Students with CD/MP3/DVD players must use earbuds.
- No changing of clothes or uniforms on the bus.
- No inappropriate language
- No "romantic" interaction. Girls and boys sitting together is OK, but that is as far as it is to go.
- Chaperones are not responsible for students' personal possessions, the students are.

Before the Game

Chaperones report to the band room one half hour before call time. You will pick up your name tag, assignment sheet (which will list your assigned bus and event duties) and sign out your radio and coat. One chaperone from each bus will also be responsible for getting their bus's bus bag.

Bus Bags

The bus bags are numbered, one per bus. The bag contains the band member bus check list, counter, bus number signs for the windows, tape and items such as flashlights, garbage bags, wipes, Kleenex, personal products and nail polish remover (no band member or auxiliary member is permitted to wear nail polish).

Assignment Sheets

These are the same for an away game except for the addition of your bus assignment and loading crew assignments.

If you are assigned to loading crew, you will exit your bus when the loading crew is released and supervise them as they remove instruments from the trailer. You are not to help unload the trailer. Your job is to maintain order and safety.

Boarding the buses

Prior to band members boarding a bus, please tape the bus number signs to the side windows of the bus so that they are visible to the students, but low enough not to obstruct the view of the driver. One chaperone will check off the band member's name as they enter the bus (from the checklist) and the other chaperone (using the counter) counts the band members as they get on the bus. Write down the count at the bottom of the checklist. A final count of all band members (per bus) is then given to the head chaperone prior to leaving for the event.

The same process is used when returning. Make sure, prior to your return, you know which band members on your bus have been dismissed early and are not riding home on the bus with the band. If a band member is not returning on the bus with the band, the band member is responsible for having a fellow band member return his/her uniform.

When we arrive at the game or event, do not dismiss the band members from the bus until you are directed to do so by the head chaperone. Generally, loading crew is asked to exit first. After everyone is off the bus, check to make sure all uniforms, hats, plumes and instruments are off the bus. If a student leaves an item on the bus, he/she must be accompanied to the bus to retrieve it. If an item has been completely forgotten, check with the head chaperone, as there are usually extra items brought to events (plumes, shoes, socks, sewing kits, etc., on the trailer).

During the Game

Chaperones are asked to sit along the edge of the band in the bleachers to form a ring of safety.

Rest Rooms

As with home games, during an away game, all band members must be accompanied to the rest rooms.

Halftime

As with home games, during halftime at away games, chaperones are asked to help the auxiliaries. If you are assigned to help, please check with the appropriate coach.

We are usually provided with water by the home band or event staff. That water is distributed to the band members after half-time. Any chaperones that do not have a half-time assignment are asked to help set up water and/or snacks and distribute them to the band members as they return to the stands.

Post Game

Chaperones leave the stadium with the band. It is important, however, to check the bleacher area for any trash or items that were left behind as the band members exit the bleachers.

Prior to leaving NASH, a cooler of water and snacks will have been loaded onto the bus. The cooler is kept in the rear of the bus. Snacks and water are usually passed out on the bus on the ride home. During the ride home, pass a large trash bag (from the bus bag) around on the bus after the students have finished their snacks and have them place their trash in it. Also ask the students to pick up all trash as they are leaving the bus and place it in the trash bag.

Parades, Band Festivals and Other Events

The Band participates in at least four parades a season, (Labor Day, McCandless Day, Bloomfield Halloween and Veteran's Day) plus the Kennywood parade and the neighborhood Halloween parades.

You will be assigned a specific place to be during the parade - either in the front of the band, on the left or the right side of the band or in the back of the band. Depending on the parade, chaperones may or may not be allowed to be on the street with the band. If chaperones are not allowed to be on the street you will need to walk on the sidewalk in your assigned area with the band.

Safety is key during parades, whether during off-loading of the equipment and band members, on the parade route, or when reloading, chaperones must stay observant and focused.

The band also participates in band festivals throughout the season. These are handled much the same way as an away game, with bus assignments and auxiliary assignments.

Selection of Band Trip Chaperones

Qualifications and Criteria for Selection

First and foremost, trip chaperones assure safety of all band members. Chaperones, through their interaction with one another and members of the Band, contribute to making the trip educational, enjoyable and memorable. Selection criteria is designed to assure that trip chaperones meet these goals. When all other criteria are equal, preference will be given to parents of Seniors.

1. Be active in NADBP operations as demonstrated through service as an NADBP Officer, Committee Chairperson or Co-Chairperson, Committee Vice-Chairperson or through significant participation in providing operational support to the Band or NADBP activities.
2. Be an active chaperone during the current Band year, chaperoning a sufficient number of events to provide the Band Director and Head Chaperones an opportunity to judge the candidate's performance and suitability for trip chaperone responsibility. Because the Band's activities vary from year-to-year, there are no specific qualifying events.
3. Be familiar with a majority of Band members.
4. Demonstrate the ability to relate to Band members and fellow chaperones and a willingness to cooperate and assist during events.
5. Be committed to working as a member of a team and exhibit flexibility with levelheadedness and sound judgment in all situations.

Selection process

The Band Director has final authority to approve all trip chaperones. The Head Chaperones are responsible for initiating and managing the selection process. Trip chaperones will be selected at least one month prior to the trip.

1. The Head Chaperones will establish and communicate a date by which NADBP members must nominate themselves in writing to the Head Chaperones as candidates for the trip chaperones.

2. The Head Chaperones will compile a list of all candidates who qualify under the criteria listed above.
3. The Band Director, Head Chaperones and NADBP President will review and discuss the candidate's qualifications.
4. Based on the results of the review, the Head Chaperones will propose a recommended list of trip chaperones and alternates to the Band Director.
5. The Band Director may, and will, approve or reject any of the proposed chaperones. If someone is rejected, the Head Chaperones will propose an alternative candidate for approval by the Director. This process will continue until the Director has approved a final list of trip chaperones.
6. The Head Chaperones will notify all candidates if they have or have not been selected for the trip.

Parade and Block Band Positions

Right and left chaperone positions are determined as if you are standing at the front of the band, facing the band.

