

# 09 - 10 Esperanza Entertainment Unit Chaperone Responsibilities

*Dear Chaperone,*

*Thank you for your willingness to volunteer as a chaperone during the 2009 - 10 season. Please read over these additional explanations of your responsibilities. Both students and chaperones represent the band, school, and community through their actions. Feel free to ask Traci if you have any questions.*

## **General Information and Responsibilities Upon Arrival:**

- After receiving your name badge, instructions, and chaperone reference guide, assist students as needed. Address uniform issues.
- **Lead Chaperone** for each bus will make sure that the Black Bag for their bus is taken from the Music Library and placed on the bus. Check to insure that the bag contains trash bags, clipboard with trip bus rosters, flashlight, etc. Upon our return, please return the bags to Mrs. Catron.
- There are a total of 5 buses – 4 band plus 1 colorguard.
- **Original** permission slips, medical emergency forms, the confidential medical needs list, rosters for all buses, and list of important cell phones for the entire unit are on Bus 1 (Mr. Davis' bus). **Mr. Davis will carry the Bus #1 notebook of original medical/emergency forms with him in his briefcase at all times during the trip.** The bag for Bus #1 with all other information, including trip roster clipboard, bus roster/cell phone notebook, trash bags, etc. will stay on the bus. A notebook with rosters for all buses and important cell phones, trash bags, flashlight, and a clipboard with bus trip roster for noting "released students", problems, etc. are in the black bags for bus 2-5. These bags also stay on their respective buses.
- Only band/colorguard students, directors, and confirmed chaperones are allowed to ride the buses.
- Students sit in **assigned seats**. Empty seats are placed throughout the bus for chaperones. The front door seat is for the Directors.
- Student cell phones must be on vibrate. They may **only** be used on the bus. Off-bus call to parent authorized by Coordinators. iPods, hand-held games, etc. must be left on bus.

## **Safety and Student Issues:**

- Chaperones are responsible that students are kept safe and abide by both school and bus rules. **If you have a problem with a student(s), seek help from Mrs. Catron** whenever possible. Any illegal activity **must be reported immediately** to Mr. Davis. **Report any problems or issues which may occur to Mrs. Catron.** Have **specific details** of the incident: involved student's name(s), if a complaint was received from an outsider as well as the details of the complaint, when the incidence occurred, where it occurred, and what if any action was taken, etc. Mr. Davis will be notified of any issues following our return by Mrs. Catron.
- **DO NOT** send any student **anywhere without** a buddy. Students are not to venture off alone for any reason.
- Students **MUST ALWAYS** be escorted by a chaperone to the buses
- **PDA (Public Displays of Affection)** must be according to school/band rules. Holding hands is not allowed in public, only on the bus. Intimate hugging, front-to-front hugging, lap sitting, kissing, sharing blankets, etc. are not allowed at any time.

## **Loading and Departure Responsibilities:**

- As students load, the Lead Chaperone will confirm each student has correct uniform, black socks, hats, unit wear, etc. Section Leaders will have checked prior to dismissal to load. Load the students after the bus driver authorizes. The same students must travel on the same bus to and from each event in assigned seats. Adjust the return trip count for any student with an early release note, note on the bus trip rosters any "released students".
- **Lead Chaperone:** **Confirm that no student has uniform issues.** Introduce yourself and the other chaperones. Remind students there is no eating or drinking on the bus (except water), tell them the # on the side of the bus and in the window, that they must return on this same bus, and ask if any student has an **early release note from their parents to Mr. Davis.** Remind students cell phones are on vibrate, **all electronics are to be left on the bus.**

## **Performance Responsibilities:**

- Upon arrival, at least 1 chaperone will need to exit bus prior to the students. As students unload, check if they have headwear, no jewelry/nail polish, no iPods, or other electronic items, no gum/candy. Chaperones need to check under bus storage areas for forgotten items-locate owner. Chaperones stay with the students to assist them with their needs (water, uniform adjusting, plumes, personal needs, etc.) The unit is performing and each member needs to be their best. During the performance sit together where you can leave quickly for changing, etc.
- Only water is permitted while students are in uniform. Food, candy, and non-water drinks are fine after students are in their unit clothing.
- Sit with the band and assist if needed while students watch other performances, during awards, and during football games. During 3<sup>rd</sup> quarter when the students visit the refreshment area, one chaperone from each bus will need to stay in the refreshment area.
- Following competition, plumes are removed using provided gloves, and students return to the buses to change. The **Lead Chaperone** will need to immediately go to the bus to meet the students and remind them to change quickly and return to assigned location. Students may change on the bus or next to the bus if uniform is kept off the ground. **Unit shirt or outer wear must be worn before returning to the stands. Unit wear must be visible.** **All other chaperones** will assist with removal of the plumes and then stay at the stands and wait the students to return from changing. **Everyone** must be off the bus before the last chaperone returns to the stands. Keep an eye out for loners and stragglers.
- After returning to the stands, you must sit with the students in a location where you can leave quickly. Students not wearing their unit shirt or unit outer wear must sit in the back row. Pay attention and provide assistance to the students. Students must be in their seats before the award presentation.
- Students need to exercise proper audience behavior – listen to other bands, clap and show support for their performances.

## **Reloading and Return to Esperanza Responsibilities:**

- The **Lead Chaperone** will need to be at the bus to meet the students as they arrive at the bus. Students may load after the bus driver authorizes. Conduct a head count, noting those who are missing "release students". If a student is not "released" and is missing, notify the Coordinator. **Return black bag, badge, and bus number sign to Mrs. Catron at trip end,**
- After arrival at Esperanza and before unloading, the **Lead Chaperone** needs to ask students to raise their windows, **pick up all trash** and gather their personal belongings (including shoes). Please remove the black bag and the bus number sign from the window and return to Mrs. Catron.
- After students are off the bus, chaperones must walk the bus from back to front. **Double-check the seats and the floor, ensure that all trash and personal property has been removed.** Also check in the under bus storage areas for instruments/equipment that may have been left –bring to band room.
- **Meet by band room to notify or remind Mrs. Catron of any problems or incidences** which may have occurred. Mr. Davis will be informed of any issues which occurred during the trip.

*Thank you for your help and co-operation. Your support is greatly appreciated by us and your students.  
If you have any questions please speak with Traci Catron - Chaperone Coordinator*