



# Lakota East Bands

## Chaperone Guidelines

### 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

- Marching Band staff members have *full* authority over all students, chaperones, and band activities. Band staff members collaborate with Lakota East High School administrators.
  - Marching Band staff members employed by Lakota Local Schools) are:
    - Mr. Rob Tanis
    - Mr. Kevin Engel
- Marching Band Music/show consultants are staff members and have authority over particular aspects of the performance or event such as music, drill, etc.
  - Marching Band Staff are:
    - Kristin Chappell
    - Justin Cordero
    - Sam Hach
    - Robert Knueven
    - Kristin Lin
    - Alex Pare
    - Ronnie Russo
    - Alex Schulze
    - David Wyrick
- The Lakota East Upbeat Club provides assistance in the roles of Trip Coordinator, Head Chaperone, Band Nurses, Chaperones, and other roles as necessary.
  - The Trip Coordinator is responsible for working with the band staff to determine the itinerary and plan meals for extended day trips and overnight trips.
  - The Head Chaperone has authority over other chaperones with respect to setting guidelines for caring for the students during travel events.
  - The Band Nurse(s) collaborate with band staff and LEUC Officers to ensure the needs of band are met in compliance with Lakota Local School 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.



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### 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 Lakota Local Schools 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 Lakota East High School to the return to Lakota East High School.

### REQUIREMENTS FOR OVERNIGHT CHAPERONES

- Complete a background check through Lakota Local Schools Central Office (fee required)
  - Lakota Local Schools  
5572 Princeton Road  
Liberty Township, Ohio 45011-9726  
(513) 644-1193
- Information from Lakota Human Resources Office regarding Fingerprinting (Background Check)
  - Hours of Operation
    - Tuesday: 7:30 - 9:30 a.m.
    - Thursday: 3-5 p.m.
  - The cost for Fingerprinting is as follows: \$55.00 money order for both the BCI and FBI background check
  - Please bring a money order, check or EXACT cash only to pay for the cost of fingerprinting. Additionally, you will need to bring a Driver's License or State ID Card as well as your Social Security Card with you if you are being fingerprinted.
  - Background Checks/Fingerprinting are good for five (5) years at all Lakota Local Schools
  - Lakota East Upbeat Club will reimburse the overnight chaperone 50% of the cost (\$27.50) once the proper Reimbursement Form has been completed and submitted.



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### 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 Lakota Local Schools 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 second hand 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.
  - Chaperones are expected to enforce the Lakota Local Schools Student Code of Conduct with regard to tobacco, alcohol, and drugs.

### CHAPERONE RESPONSIBILITIES

- 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.
- 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 and the Head Chaperone.
- 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 with deal every situation calmly and with confidence.
  - Students view chaperones as role models and tend to react proportionately to their actions.

### CHAPERONE 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.

### 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.



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## Chaperone Guidelines

### 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?
    - Do water 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?
  - Completing Responsibilities
    - 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 clipboard to the Head Chaperone.
    - Wait with students 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.

### CHAPERONE DUTIES AT COMPETITIONS

- 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, hats, instrument, dark socks and marching shoes
- Help the uniform crew check for proper uniform attire. Assist with hat wrapping and plumbing.
- Leave band under the supervision of the band staff during warm-up and performance.
- Prepare for the next water break.

### \*CHAPERONE DUTIES FOR OVERNIGHT OR OTHER LONG TRIPS

- Rules unique to each trip will be reviewed prior to the trip.
- \*Overnight Chaperones must meet all requirements outlined on pg. 2 of this document
- Hotel and other Miscellaneous Expenses
  - Chaperones staying overnight in a hotel will be expected to remain with the band.
  - Chaperones are expected to pay for a room at the price point arranged by the travel company
  - Chaperones may request to share a room with another chaperone to minimize costs.
  - Chaperones may be asked to purchase their own meals.
  - At some venues, chaperones must purchase a ticket to view the show from the stands.



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### PRACTICAL CONSIDERATIONS

- 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.
- Water and Food
  - The Head Chaperone and Trip Coordinator 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 EMF 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.
  - 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
  - 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 materials brought to the venue
  - 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.

### 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.



# Lakota East Bands

## Chaperone Guidelines

### STUDENT CONDUCT OVERVIEW

- Chaperones are expected to enforce the Lakota Local Schools Student Code of Conduct and any student conduct policies created by the band staff or Head Chaperone for a particular event. All Lakota Local Schools 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 Lakota Local Schools, 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 Lakota Local Schools 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.
- Food and Drink Restrictions
  - When in uniform/concert attire, students may have water only.
  - Exceptions include 3<sup>rd</sup> Quarter Refreshments for Marching Band and when permitted by band directors
  - Except in the case of medical necessity, open food and drink are never permitted in the Band Room.
- Profanity
  - The use of profanity is prohibited by the Lakota Local Schools 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 but only in an appropriate situation.
- 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.
    - 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
      - Irresponsibility or failure to follow the directions of the chaperone in a reasonable amount of time.



# Lakota East Bands

## Chaperone Guidelines

### STUDENT CONDUCT OVERVIEW (continued)

- 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 Major Infractions
    - Insubordination
    - Safety violations
    - Inappropriate clothing
    - Property damage/theft or 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
    - Behavior causing embarrassment to the group, the school, chaperones, etc.

### CHAPERONE RESPONSIBILITIES AT THE HOTEL

- Remain OUTSIDE of the room with the door propped open when students are inside the room. Students need to come to the door to make eye contact. Do NOT enter the room when students are inside the room.
- 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.
  - Chaperones need to actually see each person assigned to the room.
  - 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. Review what they need to have with them.
- 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 will TAPE THE DOOR of each assigned room. Materials and Instructions will be provided.
- 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. Go directly to the room and make eye contact with each person assigned to the room to be certain everyone is out of bed.
- Upon check-out, go to each room assigned to you.
- The students should leave the room in good condition:
  - trash in the trashcan
  - linens piled on the bed
  - door open
  - For major messes, insist that the students return to the room.
  - Alert the Head Chaperone if you notice damage to any room.





# Lakota East Bands

## Chaperone Guidelines

### 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.





# Lakota East Bands

## Chaperone Guidelines

### 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.
- 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
  - 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 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
  - 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.
- 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.



# Lakota East Bands

## Chaperone Guidelines

### **BUS GUIDELINES (continued)**

- 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 Lakota Local Schools Student Code of Conduct.
  - Ask the bus driver to borrow his/her microphone when available as needed to avoid yelling.
- Food and Drink on Buses
  - Review the policies of the bus driver to determine what can and cannot be allowed on the bus.
  - Students are strongly encouraged to bring water jugs/bottles
  - Tour buses may have different rules depending on the vendor and the length of the trip. Ask the bus driver or Head Chaperone, 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.
- Electronics
  - Students may use portable devices with headphones or using a mute feature
- 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.
- 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.



# Lakota East Bands

## Chaperone Guidelines

### BUS GUIDELINES (continued)

- 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 band nurse, Head Chaperone, band staff member, or board-approved designee immediately.
    - Some students have private health concerns that are known only by band staff members.
    - Some students have identifiable health problems. 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 band nurse 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.



# Lakota East Bands

## Chaperone Guidelines

### HEAD CHAPERONE NOTES

- **Departing Lakota East High School**
  - **Arrive** no later than one hour prior to load time.
  - **Instruct** chaperones to arrive no later than 30 minutes prior to load time
  - **Check in** with band staff to discuss weather and/or any special conditions
  - **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
  - **Check** buses
  - Greet drivers
  - Check that equipment/water are loaded
  - **Load** students
  - **Resolve** issues (missing instrument, uniforms)
  - **Verify** head counts for all buses
  - **Check** for a “ready call” from each bus (“Bus [number] is ready”)
- **Arriving at a Venue**
  - **Allow** students to disembark once authorized by the band staff.
  - **Listen** for announcements from the band staff.
  - **Make** announcements to students (give location, duration, meet times, expected behavior).
  - **Resolve** issues.
  - **Inspect** students’ appearance.
    - For marching band competitions: review the Uniform Requirements with other chaperones and assist the Uniform crew as needed
      - i.e.: no nail polish, no jewelry, no gum, hair pulled back as required, shoes /black socks, uniform, hats, gauntlets, and gloves
      - Help uniform crew issue hat wraps and plumes—wear white gloves!
    - For concert performances: review the Uniform Requirements with other chaperones and assist the Uniform crew as needed
      - i.e.: (Symphonic Bands): Uniform pants/jacket, tuxedo shirt, black socks and shoes
      - i.e.: Symphonic Winds Ladies: Dress, pearls, flesh colored hose, black shoes
      - i.e. Symphonic Gentlemen: Uniform pants/jacket, tuxedo shirt, cummerbund, black socks and shoes
    - Other occasions: students should be dressed according to the band staff’s directions
  - **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
  - Maps for: 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