

Chaperone Guidelines

General Guidelines

- We will use 6 chaperones for each MZB event. This is a ratio of approximately 1 chaperone per every 10 MZB members. We need to be certain there are male and female chaperones for each event. Also, we want to give all interested parties a chance to chaperone; therefore, chaperone assignments will be rotated.
- Chaperones are not directly responsible for a certain small group of students in the band; rather, the chaperones as a unit will be responsible for the band as a unit.
- Chaperones should try to report to the school about 30 minutes prior to the band's departure time. There will be a chaperone meeting 15 minutes prior to departure to discuss any special needs and the game plan for the event. This is to be certain that everyone understands what is expected, the schedule for the event, etc. Don't forget to call the band Info-Sys number (provided below) before you leave, just to check on any last minute changes in plans.
 - Info-Sys
 - Dial 484-271-2208
 - Next, dial 20.
 - You will hear "Press 1 for the Marching Zephyr Band, press 2 for indoor percussion, press 3 for the band parents".
 - To hear the current marching band message, simply dial 1 at this point.
- At least one chaperone must remain at the school when the event has concluded until all students have been picked-up by their parents.
- Chaperones should be prepared to help out as needed ---- with uniforms, attendance taking, passing out information, helping a student who is ill, etc.
- In order to encourage a good rapport between the students and adult chaperones, please abide by the following procedures at all times (the students will be expected to do so as well!)
 - Please set a positive example for students
 - Use proper language
 - No smoking on school grounds or while in the position of chaperone
 - Encourage politeness, respect, and responsibility from the students. If you want the students to respect you, you must also respect them.
 - Positive reinforcement usually works better than negative reinforcement – especially with younger students.
 - Both adults and students should keep comments positive regarding individual students and performances. Negative comments should be kept for Mr. Hilborn in the band room.
- In the event that you are unsure about something, do not assume --- ask Mr. Hilborn, or the head chaperone.
- All chaperones must have background clearances on file with the School District in order to chaperone.
- Chaperones will be given one MZB raincoat, depending on availability, at the beginning of the season. The number in the raincoat will be recorded for you. You are each

<p>responsible for that raincoat and will need to turn it in at the end of the season, washed. Also, please do not take any uniforms, raincoats, etc. from the closets. One of the Staff will do it only if something is needed. That Staff member will also record the number and item of the uniform part given out to be inventoried and returned by that person at the end of the season.</p>
<p>Disciplinary Infractions – please do not hesitate to handle a problem yourself. Do not be overly aggressive in doing so – the overly aggressive chaperone can just cause a problem to spiral out of control. If there is anything that you feel Mr. Hilborn needs to be aware of, <i>inform him at once</i>, so that the problem can be solved immediately. We want to avoid “he said, she said” situations. Again, inform Mr. H of any problems AT ONCE – I don’t want to find out about something that happened on the bus 2 weeks ago...not too much I can do about it now...</p>
<p>Bus Procedures / Rules</p> <ul style="list-style-type: none"> • Chaperones must sit interspersed on the buses with the students for events and away football games. • Attendance must be taken on the bus before we leave for an event or return from an event. Students who may be going home from the event with parents will need to give Mr. Hilborn a note that states so. Mr. Hilborn will inform the chaperones of students not going back to school on the bus. • There will be no changing on the bus (Mr. Hilborn will inform chaperones of any exceptions) • Students do not have assigned bus seats (unless there is a disciplinary reason to do so) • Students must remain seated at all times • No body parts out the bus windows • No Equipment should be on the bus, except in extreme cases. Equipment goes on the equipment truck. This is a SCHOOL DISTRICT POLICY. It also includes drum sticks. • Upon arrival at the event & arrival back at WHS check the bus once all of the students are off. Collect any items that may have been accidentally left on the bus. • The school district policy and insurance prohibit younger children (siblings, etc.) on the bus to and from events.
<p>Medical Kits / Medications</p> <ul style="list-style-type: none"> • Two medical kits will be taken to each event and each will include a spreadsheet with allergy and emergency contact information. • If a student needs to take prescription medication during the event, the medication should be given to the head chaperone with a parental note with instructions for administration. • Over the counter medication which is included in the medical kits can be administered to a student only after checking the parental permission form to make sure we have permission to do so.
<p>Football Games / Events</p> <ul style="list-style-type: none"> • Chaperones will be asked to help mark off a bleacher section for the band to sit in (home football games only). • Chaperones will sit along the outside of the band on both sides in the stands, or as Mr. Hilborn requests. • Some chaperones may need to stay with the pit equipment or stand in front of the stands. • During third quarter break, some chaperones will be asked to stay in the stands with the

instruments and any students who may have lost their third quarter break. The director will inform the head chaperone of these students, if any. The remaining chaperones are asked to mingle with the students at the refreshment stand/snack area.

- If students need to use the bathroom during a football game or event one chaperone needs to escort the student(s) to/from the restrooms.
- Students may not bring food or drinks into the bleachers with the exception of water given out by chaperones. Parents should not give their children food or drinks in the bleachers.
- Only MZB members may sit together in the bleachers.