

Vero Beach High School Band Chaperone Guidelines

To a great degree, the success of the band is dependent on the level of involvement and the dedicated support of parents and other volunteers who are willing to devote their time and service to the band. Selected parents, faculty, and certain community members will act as chaperones at band activities.

The coordination of volunteers to chaperone will be the responsibility of the Chaperone Coordinator(s), who will compile a list of volunteers for each band activity and submit the list for approval of the Band Director(s). Chaperones for overnight trips will be coordinated by the Band Director(s). The selection and coordination of chaperones is a Vero Beach High School responsibility and is not under the auspices of the band booster organization, however, it is strongly suggested that all chaperones be members of the "Fighting Indians Band Boosters, Inc."

Anyone who volunteers to chaperone accepts certain responsibilities and will be expected to perform duties as appropriate to the specific situation and event. Persons chaperoning are required to have on file with VBHS the IRCSB School Volunteer Registration Form. This form will provide for important insurance coverage while serving in this capacity. Persons chaperoning overnight events must be fingerprinted by the IRCSB. Rules and guidelines will be established by the Band Director(s) with the safety and welfare of the band members in mind.

General Rules and Responsibilities of Chaperones

1. Report on time. This is usually 30 minutes prior to the student report time for an activity. A longer more detailed briefing will be held in advance of overnight trips. Assignments will be made at this time by the Coordinator(s). Please turn in your Chaperone Badge at the end of the activity. Please wear an official Chaperone Shirt or Band Parent Shirt, black pants or at least knee length shorts and comfortable shoes. In the event chaperones are not able to provide a chaperone or band shirt, please make arrangements with the Coordinator(s) ahead of time to either borrow a shirt or at least wear a solid red shirt of some sort to the event. Shirts can be purchased at Scott's Sporting Goods. For certain special events such as State Concert Festival, "Sunday Dress" wear will be requested.
2. Chaperones must be available to the band at all times. Chaperones are on duty for the entire event they are chaperoning and for overnight activities, technically 24 hours per day.
3. The "Golden Rule" of chaperoning... "If the students can't do it, chaperones can't do it. Also, "don't do for one student what you can't do for all students".

4. Chaperones must comply with all VBHS, IRCSB, and VBHS Band policies including those regarding the prohibition of the use of alcohol, tobacco, and appropriate language.
5. The authority of chaperones is limited to general supervision of students and to guide and assist the students with safety and appropriate behavior. If you have a problem with any student not following directions or showing respect, report to the chaperone Coordinator(s) who will see the Band Director(s) immediately. **All discipline problems will be handled by the Band Director(s).**
6. If a student becomes ill enough (in the opinion of the chaperone) to warrant medical attention or calling his/her parents, the Band Director(s) and the Chaperone Coordinator(s) are to be informed of the situation immediately. **The Band Director(s) will be responsible for contacting and discussing the problem with the parents.**
7. Please be reminded that your children who are not band members are not to be brought with you when you chaperone. Guests are also not permitted;
8. Students may use cell phones in band situations as follows:
 - During breaks
 - Free time
 - Other as approved by the Director(s) or Chaperone(s)

Cell Phones may not be used as follows and must be turned off and out of sight:

- During any rehearsal or class or class room extension situation
- On busses except as approved by the Director(s) or Chaperone(s)
- After lights out curfew on overnight trips (emergency OK)
- Any organized group activity of the band

Overview of Band Camp

The following are some of the specific duties and responsibilities of those chaperoning band camp.

- Be prepared for long days and short nights; Days begin around 5:00 a.m. and often end after midnight;
- Students are to be supervised during free time, meals, hallways, dining area, recreation, and rooms are to be monitored;
- Monitor rehearsals as assigned;
- Marching field maintenance & scaffolding;
- Ice & water for the students;

- Truck drivers;
- Some chaperones are needed to travel to camp in advance to cover logistics;
- In general, chaperones are expected to travel to and from camp on the band busses; Exception... truck drivers and advance crew;

Home Football Games

- Please be prompt and wear your chaperone shirt or band parent shirt black pants/long shorts and comfortable shoes. A chaperone badge will be given to you and must be worn at all times. Please return it to the chaperone Coordinator(s) at the end of the evening.
- Chaperones will enter the stadium as a group and sit or remain on station as a group; Please stay off the track and field areas during the game unless that area is your assignment during 2nd and 3rd quarter only;
- There is to be no food, drink or gum in the band seating area; Exception: Student bottled water as provided by the band;
- Students are dismissed from the stands only by the Band Staff or Drum Majors;
- Except for emergencies, restroom breaks are during the 3rd quarter break; Students must stay with the group except for restroom break;
- The following is a partial list of duties that you may be asked to perform during the course of the game;
 1. Mending uniforms
 2. Flags & equipment placement
 3. Transporting equipment
 4. Supervising stands and fence area
 5. Raincoats and plumes
 6. Water
 7. Escorting students to and from restrooms
 8. Dropped field items
 9. Supervision during third quarter break

Away Games / Trips

Essentially the same duties and procedures are applicable for away football games and trips plus the following;

- There will normally be 2 – 4 chaperones per bus;
- Verify the roll call of your bus with the student Bus Captain for each departure;
- Work with the student Bus Captain to make sure that the behavior on the bus is safe and leads to an enjoyable trip for all;

- Chaperones should spread themselves out throughout the bus to cover both the middle and back of the bus;
- Student couples are to conduct themselves as ladies and gentlemen;
- No changing of clothes at anytime on the bus other than slipping a uniform on or off as long as garments under the uniform are acceptable. Such changing should be at the instructions of the band staff and supervised by chaperones;
- At no time is the emergency exit (back door) of the bus to be used except in an actual emergency;
- Please let the Band Director(s) know immediately by cell-phone or radio if you have an unmanageable problem or if the bus must pull off the road. Busses travel in convoy;
- At the conclusion of the trip, please make sure that the bus is left clean and that all windows are closed. The student Bus Captain is responsible for this and should hold all students until this is accomplished;
- Refer to the student band handbook for other specific bus conduct rules which the student Bus Captain and students in general are responsible for;
- Students being picked up after out of town events must be picked up and released only to their parent or legal guardian and only after a release form is signed and on file; Forms can be signed by the parent at the time of pick-up if necessary

Overnight Trips

Essentially the responsibilities on overnight trips are the same as those previously outlined plus the following.

- Chaperones must attend a detailed briefing prior to the trip;
- Usually the band is divided into four groups with each chaperone taking on the responsibility of 6 – 10 students;
- At hotels, chaperones are assigned a specific block of rooms and floor area to supervise;
- Students are not allowed to have visitors nor use room service;
- Students must be in their assigned rooms from curfew until wake-up;
- Please be prepared for long hours (24-7) as needed;
- Chaperones will be housed in the most efficient manner possible and it is not always possible to room husband / wife;

Rehearsals / Parades / Other Events

From time to time, chaperones are needed for these type events. Duties and responsibility are essentially the same as for all other events. If you are serving as a chaperone for any of these type events, you will receive specific instructions from the Band Director(s) and Band Staff or the event Coordinator(s);

Chaperone Volunteer Sign-Up and Request Procedure

All parents are invited to volunteer for chaperoning and for other committees and projects of the band and band boosters. All requests are handled in one of the following ways.

- A. Call in your request or availability to the Volunteer Request Line at 564-4812 (This is a voice mailbox only);
- B. E-Mail your request or availability to:
fibbchaperone@hotmail.com
- C. Sign-Up Sheets at booster meetings;

Please keep in mind the following.

- Requests should be made at least 7 to 10 days in advance;
- Please include the following information in all communications;
 - 1. Name
 - 2. Phone #(s)
 - 3. Activity requested
 - 4. Date of activity
 - 5. Student's name & grade

Closing Remarks

It is the desire of the Band Directors and the Fighting Indians Band Boosters that a large number of parents be involved in the active support of the VBHS Band whether through chaperoning, participating in fundraisers, or just attending a performance. There is a direct link to the success of students and the involvement of the parent. We welcome all parents to be as active as their time will allow. If for any reason anyone should have a comment (positive or otherwise) or a concern regarding any aspect of the chaperone program or other related matters, please call the band office and speak directly with one of the band directors.