

# Lakeview Band

## **Chaperone Handbook**

A well-organized chaperone program can be extremely beneficial to the smooth operation of the band program\*. In many circumstances, the success of the band is dependent of the support and assistance of dedicated parents who believe wholeheartedly in supporting a strong band program and providing a positive environment for students. The role of a chaperone is to protect the health, safety, and well being of students participating in approved school-related events.

It is the responsibility of the Band Director to secure an adequate number of chaperones to provide appropriate supervision of students on trips and certain other activities where adult supervision is required. The Chaperone Chairperson shall be in general charge of chaperone assignments and activities during the course of any trip or activities. However, the Band Director shall retain final responsibility for the chaperone program.

**General Qualifications**

Chaperones must:

* Be the legally-recognized parent or guardian of a current band student,
* Actively participate as a member of the LFO Band Boosters and in remain good standing as defined by the LFO Booster By-laws,
* Complete the band registration form each year,
* Maintain positive relationships with students, other booster members, band program, directors, and demonstrate exemplary behavior at all chaperoned functions,
* Support all students under their care without favoritism or bias,
* Be a good role models to all band students,
* Remain visible and accessible to students under their care for the duration of assigned events, including transport, breaks, and meals,
* Know the location of first aid kit and emergency contact information for each event,
* Report any significant negative issues using the band booster incident reporting form within 24 hours of the event’s end, including issues involving their own children or children’s friends,
* Adhere to the Catoosa County School District Code of Conduct while in the presence of chaperoned students, including:
  + No smoking or vaping,
  + No alcohol consumption or intoxication,
  + No illegal drug use or intoxication, and
  + No profanity, and
* Adhere to the Catoosa County School District dress code, which prohibits:
  + Drooping pants and other poorly-fitting clothing
  + Revealing shirts with low necklines or exposure of the midriff area
  + Inappropriate images or writing on clothing, including references to sex, drugs, alcohol, gang symbols, or discriminatory remarks
  + Ripped or torn clothing
  + Short dresses or skirts shorter than knee-length.

Chaperones are required to sign the attached form stating that s/he has read and acknowledge the Chaperone Handbook and agrees to follow guidelines consistently. If at any time the Band Director or Chaperone Chairperson feels a chaperone does not meet one or more of the general qualifications, that person may be removed from the chaperone program for the current and future activities.

**General Responsibilities**

1. Chaperones are required to attend major trips/event meetings, which may be scheduled at a separate time from regular Band Booster meetings.
2. Chaperones must be available to the band director and band members at all times. Keep in mind that ALL trips and activities are originated for the STUDENTS. NO PERSONAL AGENDAS PLEASE!!
3. Chaperones should be prepared to pay the gate admission to ballgames, festivals, and competitions, and to cover the cost of their personal concessions and/or meals. Festival and competition chaperones should be prepared to stay for the event’s duration (all day and return late at night).
4. Chaperones should not discuss any student, faculty, or staff in a negative way in the presence of students, boosters, or faculty. Any concerns should be addressed with the Chaperone Chairperson.
5. Chaperone authority is limited to general supervision of students and the enforcement of appropriate behavior. Chaperones should balance their authority with common sense and courtesy. Chaperones have the duty and responsibility to speak to any band student regarding appropriate behavior. If after speaking to the student, the behavior doesn’t improve, report the problem to the Chaperone Chairperson. Chaperones should expect to be obeyed without the need of shouting, yelling or the use of sarcasm.
6. Any physical discipline or inappropriate behavior administered by a chaperone will result in **immediate dismissal** as a chaperone.
7. Chaperones must maintain a good sense of humor, but maintain a business-like atmosphere. Please be flexible. Unusual situations should be reported to the Chaperone Chairperson. Matters of serious concern or emergencies should be brought to the attention of the Band Director and documented using the booster incident reporting form.
8. When traveling on the bus, chaperones should be seated throughout the bus to ensure all areas of the bus can be monitored.
9. Chaperones will be assigned to buses based on need. The band must ensure there are adequate numbers of chaperones on each bus. In some cases chaperones will not be assigned to the bus with their child.
10. Chaperones cannot share bus seats with students other than their own child.
11. Chaperones cannot have physical contact with a student except when providing minor first aid.
12. When returning from a trip, chaperones are to remind students to gather all their belongings and assist with removing trash from the bus. Chaperones must check the bus after all students have exited to ensure that all trash and belongings have been removed.
13. Chaperones should confirm they are free to leave after an event is over with the Chaperone Chair. Chaperones may be asked to wait with students after events until they are picked up by their parent/guardian or to assist in cleaning up / putting away items.
14. Chaperones should have flexibility in their schedules to show up early or stay late as needed.