

# PHS BAND BOOSTER CHAPERONE GUIDELINES

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## General Points to Consider

It is the responsibility of the Band Booster Chaperones to:

- keep all band students safe;
- assist the students with instruments/equipment; and
- follow any additional instructions specified by the Director of Bands.
- **Discipline:** It is important that Chaperones serve as the authority of the Director of Bands and do not interfere in the band's ability to perform as required. Chaperones are permitted to remind students of proper behavior/etiquette. However, disciplinary action may only be taken by the Director of Bands (this includes disciplinary action of the Chaperone's own child).
- **IMPORTANT:** If a student becomes ill or injured, **notify Mr. Fleming.**
- Chaperones should dress casual but neat. School colors are preferred whenever possible. All Chaperones must wear an ID badge.
- During a band event (home or away), students must be escorted by a Chaperone at all times.
- Chaperones assigned to assist with equipment will also be responsible for chaperoning students.

## Before Departing Pburg

- Chaperones should report to the band room at the same reporting time as the students.
- Mr. Fleming may hold a brief meeting with all chaperones.
- Mr. Fleming will discuss game etiquette and bus etiquette with students.
- Chaperones should be at their assigned bus 10 minutes before students are expected to board the bus.
- The first 3-4 rows of seats on the bus are reserved for Chaperones. A Chaperone (at their discretion) may allow a student to sit in one of those rows for any reason.
- Chaperones should stand at the door of the bus (inside is okay if inclement weather) and check off each students' name on the attendance sheet as they board the bus. Do not wait to take attendance after everyone has boarded, since this could delay our departure time.
- Once a student has boarded the bus, they are not permitted to leave the bus.
- If a student will not be taking the bus to an event, a note from parent/guardian may be provided to the Chaperone assigned to the bus for that student. Chaperones should hold onto the note until the event is over and the band has returned to Pburg at which time they should give the note to Mr. Fleming. All students who participate in an away event should return to Pburg on the bus regardless of how they arrived at the event.

## Upon Arrival at Destination

- Students and Chaperones should remain seated on the bus until instructions are received from Mr. Fleming, the Drum Major, or other instructors.
- Chaperones should assist with uniform inspections.
- Chaperones assigned to assist with equipment should help the front ensemble band members get through any crowds with their equipment and set up on the field.

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- Any student needing to use restrooms or visit the refreshment stand should be escorted by a Chaperone. Students will NOT be permitted to use restrooms once the band has lined up for show entrance.

### **Before Returning to Pburg**

- Remind students to gather all personal belongings, instruments, equipment, and uniform parts.
- Chaperones should stand at the door of the bus (inside is okay if inclement weather) and check off each students' name on the attendance sheet as they board the bus. Do not wait to take attendance after everyone has boarded, since this could delay our departure time.
- Once a student has boarded the bus, they are not permitted to leave the bus.

### **Upon Returning to Pburg**

- Students and Chaperones should remain seated on the bus until instructions are received from Mr. Fleming, the Drum Major, or other instructors.
- Chaperones should make sure students do not leave garbage or personal belongings on the bus.
- Chaperones should assist students with unloading buses and putting instruments, flags, etc. away in the proper locations in the band room.