

PALMETTO RIDGE “MARCHING PRIDE” CHAPERONE HANDBOOK

Thank you for volunteering as a chaperone for the Palmetto Ridge High School Marching Pride. We are looking forward to an exciting and successful year!

We are sure that chaperoning will be a rewarding experience that you will enjoy. Please take time to review the following handbook so that you are aware of the procedures and guidelines that chaperones are expected to follow.

All chaperones will be coordinated by Kathy Mullen, Director of Chaperones. If you would like to volunteer for a specific duty, please let Kathy know.

We appreciate your time and effort in making the 2009-2010 band program a wonderful experience for the students and parents. If you have any questions or suggestions, please contact Kathy Mullen or Mr. Reaney.

Go Bears!

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GENERAL GUIDELINES FOR CHAPERONES

1. Chaperones will be trained by the band director and/or director of chaperones regarding the extent of responsibility, authority, and appropriate execution of these responsibilities. **Chaperones will not be given the authority to supervise students without having completed this training.**
2. Chaperones shall wear an approved band booster shirt. Chaperone badges are required while on duty so that students can readily identify a chaperone when assistance is needed.
3. Chaperones must maintain control at all times while dealing with students. Screaming, touching, yelling, ultimatums, or threatening with disciplinary action beyond their authority is inappropriate chaperone behavior.
4. Chaperones are expected to serve as role models for student behavior. Intoxication, smoking in the vicinity of students, vulgar or obscene language or gestures, ridicule, or other inappropriate behavior will not be tolerated and will be cause for immediate removal from the responsibility of chaperoning.
5. The band director shall be aware of any medical conditions a student may have while participating in a band activity.
6. All chaperones must attend training for dispensing medication. Chaperones must only dispense authorized medication to students. Prescribed medications may be given to a chaperone for safekeeping.
7. General expectations regarding student conduct are as follows:
 - respect for others
 - insubordination or talking back to any chaperone or staff member is a serious infraction and should be reported to the band director
 - students are to be appropriately attired
 - shirts and shoes are worn at all times
 - smoking is not allowed
 - profanity or vulgar language is not allowed
 - **no public display of affection while in uniform; hand holding is the extent of affection shown when not in uniform**
 - fighting or excessive horseplay is not allowed
8. In most cases, a reminder will be sufficient to correct inappropriate student behavior. For more serious offenses, disrespect, or insubordination, the chaperone chairman should be consulted. If necessary, the band director will become involved.
9. It is important to enforce all rules fairly and consistently.

10. Arrive at the assigned time and assemble in the percussion room.
11. Refer to adults as Mr. or Mrs. and the band director as Mr. Reaney.
12. Allow only Palmetto Ridge band students in the band section. No students are allowed to sit on the steps.
13. Patrol restrooms, concession stand, and band section during 3rd quarter.
14. Notify both the band director and head chaperone immediately of any medical emergencies.
15. If it rains, be prepared to distribute the ponchos upon Mr. Reaney's instruction.
16. When escorting students to and from the bathroom, etc. always take more than one student at a time. Also, women escort young women and men escort young men.
17. Always have a positive attitude. Smiles are contagious – have fun with the kids!

Away Games

1. Supervise loading and unloading of students and instruments.
2. Have your bus captain introduce your bus driver to the students and chaperones at the beginning of the trip. Bus captain will take roll before leaving school grounds.
3. "Walk" your bus to maintain order. Make sure students remain seated while the bus is moving.
4. While en route, NO flash pictures or laser pointers, aerosol sprays, or bare feet. Keep aisles clear at all times. Silence must be observed at railroad crossings.
5. Follow requests of the bus driver.
6. Upon returning to PRHS, check for any items left on the bus and see that the bus captain has fulfilled his/her responsibility to clean the bus. Remove the bus number sign in the window and thank the bus driver.
7. Before signing off on the bus driver's time sheet, make note of anything that we should be aware of, good or bad.
8. CCPS bus rules always apply.
9. Return bus sign and chaperone pin to Kathy Mullen.

Rules for Band Students

Home Games

1. Abide by rules set forth by the PRHS Code of Conduct.
2. No chewing gum.
3. No smoking, drugs, or alcohol.
4. No weapons.
5. No obscene language.
6. Respect chaperones and other adults.
7. No public display of affection.
8. Do not leave the stadium.
9. Respect your school and visiting school.
10. No defacing school property.
11. Use the buddy system. Do not go alone.
12. Do not abuse instruments.
13. If you feel ill during an event, contact a chaperone.
14. If you take medication, tell your chaperone. Only chaperones can give out medication.

Away Games (In addition to home game rules)

1. No talking during roll call.
2. Respect your bus driver.
3. Enter and leave the bus by the front door, except in an emergency.
4. The bus will not make bathroom stops, so be prepared.
5. Stay seated while the bus is moving.
6. No blankets.
7. No changing into uniforms until instructed.
8. No obscene gestures, shouting, body parts outside of the window, or throwing objects outside of the bus.
9. Close the windows before leaving the bus.
10. No flash pictures, flashlights or lasers on the bus.
11. Remember to bring everything you need to perform.
12. Always leave a good impression.