



**CORNING-PAINTED POST  
AREA SCHOOL DISTRICT**

Students are the center of all we do.

## High School Band Chaperone Handbook

This handbook has been approved on 02/23/2015 by a committee of band parents, volunteers, directors and administrators. The purpose of this handbook is to identify individuals who are in the best interest of all students and directors as well as the district itself. These are outlines of expectations and procedures. There are very few exceptions to these rules with the primary exception of acting in the interest of the safety of the students. This handbook is to be reviewed and amended as appropriate annually.

The Band Directors will have final call in all circumstances.

### Trip Chaperone Selection

1. A **ratio** is given to us by the bussing company of how many Chaperones we are allowed to take.
2. **Seniority** of Chaperone – Preference will be given to those who have shown commitment to the programs throughout the years.
3. **Cross-Participation** – In order to be qualified for the trip, potential chaperones must have volunteered time to band sponsored programs and events. We want parents who want to invest in the program and all of the students, not just their student.
4. **Executive Board** Preference – The members of the executive board, as long as they meet the previous criteria, will be given preference to chaperone the trip. These are the adults who have helped plan the trip and have worked countless hours to ensure the students get the best educational and bonding experience.
5. All Chaperones must be **21** years or older.

*Please realize that these trips are really for the students to experience what it is like to be a professional musician. We understand that you would like to be there to share in the experience and absolutely respect that, but there is a cap on the amount of adults we can take. Nothing is personal!*

**The following is advice that will help with all chaperoning situations:**

- Teenagers don't always think clearly and responsibly, help them stay safe.
- Don't ignore inappropriate behavior. (Beware of couples)
- Try not to compound a situation by over-reacting.
- Respect students and their privacy, but enforce the school's code of conduct as applicable.
- School administrators and the Band Directors handle all disciplinary concerns.
- Rules and Schedules may need to be adjusted, be flexible!
- If you are unsure how to handle a situation, ask!

**Chaperone Guidelines**

1. Chaperones are 'ON CALL' at all hours of events, including down times. Let people know where you are.
2. School rules are in effect at all times.
3. Please be respectful to our Band Directors and other chaperones. There will be times where you have ideas about procedures that may be better suited than how things are being run. Know the time and place to voice these opinions. In general keep a positive demeanor.
4. Chaperones and staff should set a good example with regard to conduct, language, appropriate dress, etc.
5. **Hazing and harassment of students by other students will not be tolerated.** Students must NOT be forced to participate in **any** activity against their will.
6. There will be chaperone meetings throughout the event to communicate the day's itinerary and debrief.
7. Bring all disciplinary circumstances to the Band Directors.
8. Consumption of alcohol on school sanctioned events is prohibited.
9. Smoking is allowed out of the site of students and only at times where other obligations do not need to be fulfilled.

10. No medication shall be distributed by anyone except a student's legal guardian and the school's designated adult.
11. During parades and other marching events, once the equipment vehicle has been unloaded chaperones are expected to march with the students. Throughout the performance, chaperones can pass out ice chips, tie shoes, perform minor repairs, etc. When approaching the judge's stand, chaperones are expected to step back or blend in with the crowd and resume their position once the performance has been completed.

#### **Specific to Overnight Trips**

1. Chaperones will take turns watching the hotel hallways and will have designated times of patrol on overnight trips. These are integral to the safety of our students.
2. Chaperones will be responsible for walking through the rooms upon arrival to take notes of any items that are missing/not working.
3. Chaperones will be responsible for walking through the rooms before departure to make sure there has been no damage and the room is presentable.
4. Please make sure that no members of the opposite sex, or couples are in students' rooms unless there is a specific event in which they would be accompanied by an adult.
5. Chaperones will return hotel keys of their assigned students to the designated adult.



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