

**CHAPERONING THE FRIENDSWOOD HIGH SCHOOL
MIGHTY MUSTANG BAND/COLORGUARD
POLICIES AND PROCEDURES**

Thank you for volunteering to chaperone with the Friendswood High School Mighty Mustang Band and Colorguard! In return for your time, energy, and effort, you will receive a free ticket to each game and a free ride to the away games and contests. Getting 320+ band/guard students to and from games & contests is no small feat. It takes a lot of pre-planning, time, energy, support and flexibility from very dedicated parents like you. It is hard work being a chaperone, but hopefully you will find it rewarding.

This information attempts to give a chronological account of what you can expect as a chaperone. Most of your questions should be answered here, but if after reading through it, and attending the chaperone meeting at the beginning of the school year, you have questions or concerns, please do not hesitate to contact the chaperone chairmen at one of the places listed below. For overnight trips with the band/guard, there will be guidelines published specifically for those trips, but will be intended to complement these guidelines and in a few areas may supersede these guidelines. We're all volunteers, so any comments or suggestions for improvements are welcome!

I. Chaperone Chairperson Contact:

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II. Expectations of Chaperones

1. **First Priority:** Chaperones assume many roles during the course of the marching season and contests throughout the school year. Our first priority is to get everyone where they need to be, with everything they need, in a timely and SAFE manner.
2. **Reporting Problems:** Should you have any problems, the band and colorguard directors are the final authority and we will act under their direction and on their behalf -- reacting appropriately, quickly, and fairly. Band and Colorguard directors are very busy and rely heavily on us to keep things moving in a positive direction. However, if you have trouble, please report the problem first to the head chaperone who will report to the appropriate band or colorguard director. Remember, Students are responsible for their own actions. As Chaperones we keep an eye on them but if a student disobeys or is disrespectful you must report it to the head chaperone who will go to the appropriate director at the appropriate time. Students that are 18 are still under our supervision and are treated the same as all others.

3. **Qualifications:** To be a chaperone, you must be at least 21 years old and a band parent or guardian. **The school district requires that all band chaperones need to go by the high school during regular school hours and have their driver's license swiped at the visitor's desk** Chaperones only have to do this one time for the whole year. This will put them in the school database. This process compares their information to a database containing known sex offenders. They are asking for this to protect our children. Please go by the visitor's desk and do this before you chaperone any event.
4. **On time:** It is critical that you be ON TIME for the event that you are chaperoning, which is usually 30 minutes prior to the event you are chaperoning. You will be given the exact time prior to your scheduled event.
5. **No Alcohol/Tobacco:** In agreement with Fisd guidelines, chaperones must not consume alcoholic beverages within eight hours preceding their serving as chaperones and not any time during the event.
6. **Profanity:** At no time is profanity to be tolerated.
7. **Positive Attitude/Accountability:**An effective chaperone is one who enjoys being around the band/guard students, who is not afraid to confront a student if necessary about their behavior, and who is a team player willing to follow these guidelines.
8. **E-mail and text communications:** At the beginning of the season (after you have attended training) you will be contacted by email and/or text with the dates you have been assigned to Chaperone for the season. Please review and return with a note whether those dates work for your schedule. You will again be contacted 4-6 days prior to the event that you were assigned as a reminder. The primary method of contact will be via e-mail and text. If you are unable to fulfill your chaperone commitment, please contact the head chaperones as soon as possible at one of the above places so that they can give an alternate chaperone as much lead time as possible to fill your spot. You will be contacted by text if there are any further instructions. From time to time you may get a text asking if you are willing to fill in for someone who is unable to attend. Please answer ASAP so we may fill the spot.
9. **Clothing:**
 - a. Jeans or shorts.
 - b. MBBC booster club shirt. It makes us visible and easy to spot when on trips.
 - c. Comfortable tennis shoes.
 - d. No jewelry that you cannot part with should it be broken, lost, or stolen.
10. **What do we bring?**
 - a. Belt bags or backpacks are a good idea; anything that you can keep on your person at all times and allows you to keep your hands free. There is no secure storage for purses or valuables. The buses are locked but are not secure.

- b. Later in the season, a jacket for cool nights.
 - c. During hot weather, a bottle of water.
 - d. Try not to bring stadium seats to the games because you will not have the opportunity to sit for any length of time.
11. **Chaperone Team:** You are chaperoning with other chaperones, so talk with one another to discuss things you observe. For example, if you are on a bus and you observe behavior that you are uncomfortable with but are not confident that you should speak with the student, go to one of your fellow chaperones on your bus and ask them to observe and give you their opinion. Feel free at any time to discuss anything among your chaperone team. The team will help discern the best course of action, always using discretion. If a director is on your bus, inform them of any situation that concerns you and your fellow chaperones. If there is no director on your bus, inform the Head Chaperone by a call or text and she/he will inform a director as soon as possible. If an issue arises at any other time besides on the buses contact the Head Chaperone who will go to the director. In the event of an emergency you may go directly to a Director.

II. Report Times

1. Please report to the Band Hall at least 30 minutes before the band departs for an away football game/contest or marches into the stadium for a home game. In your reminder email, you will receive more details about the timetable before each event. [Drum room or next to the band hall kitchen will be our staging area]. You may also receive last minute details by text.
2. When you arrive, check in with the head chaperone to pick up your official “chaperone” badge, and clipboard with bus assignment (if applicable), and job assignment. Please read all paperwork and ask questions

III. What Happens at Home Games?

1. **Upon Arrival at Band Hall:** After you check in, please be available to help with anything that might be needed in the band hall, preferably having already eaten a meal.
2. **Walking into the stadium:** When the band is ready to march into the stadium, chaperones walk alongside of them into the stadium; that is your ticket into the game. Usually, the band/guard walks around the track and then into the stands on the home side. Be flexible for last minute changes.
3. **Seating:** Band/Guard students have an assigned seat in the stands, and we really want them to remain in that place. Once they are seated, please find a seat along side the band or at the top; seats are at a premium, but you will find one. The head chaperone will direct you as to how you should spread out. The head chaperone usually stays at the bottom, in case there

are any issues. Nobody is to sit with the band/guard during home and/or away games and contests that is not a current band/colorguard member in uniform.

4. **Food:** Band/guard students bring their filled water jugs with them into the stands. Band/guard students are NOT ALLOWED to eat or drink in any other way and are not allowed to visit the concession stands. Please take notice where the large water coolers are. Students are responsible for refilling their individual water jugs as needed.
5. **First Aid Kits:** Two first-aid kits are taken into every game for minor emergencies. Medical situations of a serious nature are to be referred to the EMS unit stationed at the event site. Some parents may not have signed the required permission slip to allow their student to take over-the-counter medication from the first aid kits. Check the student list in the first aid kit every time you are dispensing medicine to ascertain that parental permission is authorized before making oral medication available to any band student. This does not apply to other first aid items such as Band-Aids, sunscreen, feminine needs, etc. Please do not leave these kits unattended. Please let the head chaperone know if anything was used from the first aid kits or if you are running short of an item, so that the kit can be re-stocked. Please do this by writing the needs and the kit number on a piece of paper and leaving it with the first aid kit in the band hall kitchen after events or e-mailing the head chaperone.
6. **Mosquitoes:** Pump style mosquito repellent will be available for use during games and competitions. To avoid getting repellent on uniforms, please pump into students' hand and let them apply to their skin. Do not allow students to pump it themselves as it may stain their uniforms.
7. **During Game:** It is okay for students to talk, stand and yell during the game. However, it is important that they are ready to play when needed. All groups within the band/guard need to stay with their group. For example, Pit band needs to sit with their group, Guard stays with their group in the stands, etc.
8. **Restroom breaks** All bathroom requests must be made during the first, third and fourth quarters of the game and students must be accompanied by a chaperone to the restroom. This is for the safety of our band/guard students. While going to and from the restroom, students are not allowed to buy, eat, or drink ANYTHING from the concessions stands – even if a parent buys it for him/her. The students are not allowed to stop and visit, nor are they allowed to enter the stands in any other area than the band/guard area. There may be occasions when these restroom break procedures may be changed, but at all times, students must be escorted by a chaperone. Each chaperone will accompany only the number of students that the Director determines is appropriate for a given event. This is to insure there are sufficient students remaining in the stands to play at all times.
9. **Half Time:** In the second quarter, the band/guard will leave the stands, put on their uniforms if necessary, get a plume for their hats, and assemble off-field for halftime. Chaperones may

be asked to help with this. Chaperones will help as directed shield the area so the students may walk down quickly. When the band/guard is out of the stands, please help put items in stands on seats. The chaperones spread out over the empty seats to insure that nothing is tampered with while the band/guard is gone. The only people allowed to sit in this section during halftime to watch the show are parents. Politely ask all others to leave. Please do not leave the area during half time without informing the Head Chaperone.

10. **Returning from half time:** As the band/guard reenters the stands after their performance, it is important for spectators to wait while the band files in. We (the chaperones) get to form a “wall”, so to speak, to stop the traffic along the walkway for those 3-4 minutes so that the band/guard can quickly and efficiently return to their seats.
11. **Early Departures:** At the end of the game, students with prior permission may be allowed to leave. It is required that these students have their parent find the head chaperone for sign-out (it must be the parent that signed the form).
12. **End of Game:** At the end of the game, chaperones will leave the stadium with the band/guard, checking the stands before they leave for anything that the students might have left. First aid kits & mosquito repellent should be returned to the Band Hall kitchen.

IV. What do Chaperones Do for Away Games/Contests?

1. **Get organized:** After you check in, please find your bus assignment and instructions and read anything in your “stack”. If you have bought a ticket for an away game meal, please allow enough time to finish your meal and return to the band hall to get prepared and be available before we start loading the buses. This means you must come early enough to be able to eat and be at your assigned area as directed in your email. If you are stuck in traffic please call or text the Head Chaperone.
2. **Buses:** When the buses arrive, please go out to your assigned bus and “save” your seat. One chaperone should sit near the middle and one in the front. Typically, directors sit in the front. According to FISD rules, younger children or siblings of chaperones/band students are not allowed to ride on buses.
3. **Inspection:** Directors will be doing inspection in the band hall before the games and contests. But occasionally, they will not have time and you may be asked to do this as each student steps onto the bus. If a student does not meet inspection, let the Head Chaperone know and they will go to the director if the issue cannot be resolved. Each student should have on their black shorts, T-shirt, socks & shoes and be carrying their hat-box. Ask the flute and clarinet players if they have their instrument (they carry them onto the bus).

4. **Seating:** Pass the seating chart around the bus for students to fill in their names and seat number. It is crucial that you pay attention to the students and the driver during the bus ride. Impress on the students that they must legibly print their real name in the seating chart.
5. **Senior Monitor:** VERY IMPORTANT AND HELPFUL! Each bus will be assigned a senior monitor. If there is no one assigned, you assign the most senior person. Introduce yourself to the senior monitor and give them the roster of who is supposed to be on the bus. Encourage your senior monitor to take a leadership role; it is their responsibility. Help them maintain quiet during roll call. No student will be allowed to change buses without the express permission from the Director. If a student on your bus is not on your list, inform the Head Chaperone immediately. Talk with your senior monitor when you get on the bus and ask them to help you enforce the PDA rules and general behavior. **Reporting Procedures:** With the assistance of senior monitors, chaperones will submit names of students who do not obey the Policies and Procedures to Head Chaperone who will turn it in to Mr. Dick, Mr. Sanchez, Mr. Brown or Mrs. Clyburn.
6. **Bus drivers:** They are our lifelines to get us to where we need to be safely and on time. BUS DRIVERS LIKE TO DRIVE FOR US. Bus drivers take their jobs seriously and expect everyone to follow their rules, which can vary from driver to driver. Introduce yourself to the driver and ask if there are any special rules that they want enforced. These may include:
 - a. No food, candy, or sodas on the buses. Water is allowed.
 - b. No body parts should ever extend out a window for any reason.
 - c. No standing or changing seats while the bus is rolling.
 - d. Nothing is to be thrown inside the bus or out of the windows at any time, whether moving or stopped.
 - e. No horseplay or loud, unruly behavior. Eyeglasses/caps/sunglasses, etc., have been known to fly out of any open window of a bus during horseplay. We will not stop or go back to find them.
 - f. No yelling, chanting, screaming, or squealing (this will drive a bus driver crazy very fast!).
 - g. No drum rehearsal with drum sticks on the back of seats (this drives them crazy as well!).
 - h. NO PROFANITY.
7. **Exit doors:** Students are not to enter or exit through the rear doors of the bus unless given specific permission by the bus driver.
8. **Electronics:** Band students may listen to portable media players with headphones only. DVD players are NOT ALLOWED.
9. **Blankets:** No blankets or snuggies are allowed. Students have been told to bring appropriate clothing in case they get cold.

10. **General Behavior**: Remind the students that, in order to be treated as adults, they need to act like adults and clearly relay your expectations as well as the driver's to them. Do not hesitate to hold them accountable and responsible for their actions or lack thereof, but always be fair, discreet, and maintain everyone's integrity at all times. We want the kids to have a good time! Report any problems to the Head Chaperone immediately.
11. **Bus First Aid Kit**: Every bus will have a first aid kit, but only two will go into the stands, and these will be designated before we leave. If you are not assigned to take your kit into the game, it is good practice to leave the kit on the front seat of the bus when you exit for the event, so that it is easily located if needed.
12. **Arrival**: When we arrive at the away game/contest, pay attention to the instructions that the band directors give and make announcements to students accordingly. Remind any students who are leaving early or not riding the bus home that their parent must sign them out with the head chaperone before departing. As the students leave their buses, help make sure everyone has what they need for the game. Band students will not take instrument cases into the stands unless there is a chance of rain; the directors will make this decision. Usually, the students are allowed to use restrooms as a group upon arrival, with chaperones standing nearby monitoring their coming and going.
13. **Carrying Items**: Chaperones are not expected and are encouraged not to carry band student belongings into the stadium. Any item a band student chooses to carry into the stadium must be carried by them.
14. **During Game**: Follow the same guidelines as you follow at the FHS stadium.
15. **Early Departures**: At the end of the game, students with prior permission may be allowed to leave. It is required that these students have their parent find the head chaperone for sign-out (it must be the parent that signed the form). The head chaperone will be located at the bottom of the stands for sign-out. If a student departs after an "away" event, the head chaperone will usually be located at the buses for sign-out.
16. **End of Game**: Leave with the band/guard and as you board the bus, remind the senior monitor to take roll. Again encourage the senior monitor to take a leadership role; it is their responsibility. Help them maintain quiet during roll call, if necessary.
17. **Ride Home**: The ride home starts out loud and usually gets quiet very quickly. You should be able to see both heads in a seat. Students are never allowed to lie down in seats. It is difficult however, to see both heads, when the seat back is high, so you just need to use your best judgment when there is a "couple" in a seat. Suggestions: Take a trip up and down the aisle a few times throughout the trip to say hello to the kids and check activity in the seats. You should be able to see all hands. When you are not walking around, just be aware of those students who you can see, and trust that the other chaperones are doing the same with the

students near them. Make sure that you send a trash bag back and forth for the students to deposit their trash. The Head Chaperone will send you a text with different instructions and announcements that will need to be made during the ride back home.

18. **Arrive back at FHS:** Students are required to clean up all trash and leave buses clean upon return to the band hall. Chaperones will have trash bags in their canvas bags. Have the bus monitors help you to verify this is accomplished. Once the students have unloaded, take one more walk down the bus and make sure no one forgot anything.
19. **Changing Clothes** Sometimes, after a long day at a contest, students like to get in more comfortable clothing for the long bus ride home. At no time should a student take off his/her black shorts or shirt. They can put shorts or sweat pants or sweatshirts over their shirt and shorts.
20. **Clipboards/First Aid Kits** Please return your badges, clipboards, and first aid kits to the kitchen in the band hall. Make note on clipboards of any items used from first aid kits.

VI. Profanity and Public Display of Affection (PDA)

1. **Profanity:** The use of profanity by any student should NOT be tolerated and must be discouraged at all times. This is a poor reflection on our band/guard, students, school, and community. Everywhere we go there are young children around and we need to expect our students to set a good example and be exemplary role models for our future band program. Usually saying something like, "Keep it clean", "Excuse me?" or an admonishing glance in their direction lets them know they are wrong. If repeated attempts to stop profanity do not work, tell the Head Chaperone who will inform the band director.
2. **PDA:** Public Display of Affection should NOT be tolerated and must be discouraged every time you see it. Here again, this is a poor reflection on our band/guard, students, school, and community. For all practical purposes, PDA is defined as just about anything more than handholding. That means heads and hands are visible at all times when practical, and no lap sitting. Essentially, if some behavior makes you uncomfortable over time, then it's in the student's best interest if you let them know. Don't hesitate to speak with them; but do so discreetly, quickly, and effectively, up to and including separation. Please tell any infractions to the head chaperone or another chaperone for your bus, so that they may keep watch for any further PDA by that student. Sometimes students will lean their heads on their seatmate's shoulder while sleeping. As long as they are asleep and not engaging in any other prohibited behavior, this is probably acceptable. If they are leaning so much as to make it appear that they are practically lying on their seatmate, they should be asked to sit up. Again, however, this is your call based upon whether you or anyone around you feels uncomfortable with it. So, take the necessary actions as stated previously (sitting in the rear, standing up occasionally) to ensure that you can observe what's going on every seat and ask your senior monitor to help you with this. Most of the kids will appreciate knowing there are

adults present to maintain standards. Further questions and clarification may be addressed at the chaperone meeting at the beginning of the school year.

3. **Consequences:** Expect and encourage the students to act like respectable ladies and gentlemen. Don't embarrass or shame them in front of others, as it just makes things worse. However, failure to adhere to these guidelines, after 1-2 warnings, will result in you reporting their names and the infraction to the Head Chaperone who will report to a Director. For example, in the case of a PDA infraction, such as you cannot see both heads in the seat or even if you're not sure, but it APPEARS that there is inappropriate behavior, go talk to them. You could say something like, "I need you two to sit up, I can't see your heads", or "you're too close and cuddly for my comfort, so please sit up and be still", or "I need to see your hands" or "No blankets allowed", or whatever the situation calls for. The second warning could include telling what they need to change but also add, "and, if I have to tell you again, you'll have to sit in separate seats". If PDA continues, and if you have not already done so, follow through and separate them and tell the Head Chaperone who will report to a director. Don't forget to get the students' names. The bus rides are often a fun, relaxing time for the students and they do need that time. So, while being vigilant, relax and have fun yourself!

Thank you again for volunteering your time and energy with the Mighty Mustang Band! Marching season is a very busy time of the year for everyone -- from the students to directors and chaperones to parents. Without you and your involvement, none of this could happen as efficiently as it does. Please take it seriously, but have fun!!!