

CHAPERONE TRAINING

The first and most important thing to remember is to have **FUN**. We have a wonderful opportunity to represent the Poway High School Music Program and to make this year enjoyable for everyone. **Safety, student support, aiding students to be responsible and preparing them for their performance** is what we do. **RESPECT** will be appreciated and goes both ways. A student should not be disrespectful under any circumstance to you, another adult, or student. Please be mindful of how you speak to students and other adults because with lack of sleep, tiredness, etc. patience may not be where we would like it to be and words said in a wrong tone can be very hurtful. Remember that students learn by example and we can be the best representatives in that area. If there is anything or anyone that needs my attention please let me know. *Wear your Emerald Brigade travel shirt (white or green) with your name badge (which will be available at the first home football game) whenever you are chaperoning.*

Requirements:

1. You must be a member of the Poway High School Music Boosters before you can chaperone or work directly with the students (included in student fees).
2. An Adult Trip Permit Form must be filled out and signed by you.
3. A Megan's Law Background Check form – completely filled out.
4. A Volunteer Code of Conduct must be signed by all volunteers.

Absences:

If you are scheduled to work an event and are unable to assist, please call a trained chaperone to take your place. When you find a replacement let the appropriate VP of Chaperones, VP of Equipment Crew, VP Guard Liaison or VP Orchestra Liaison know who your replacement will be.

Smoking and Alcohol:

We must follow the school rules so we ask that you refrain from smoking and the consumption of alcohol. If you need to smoke please let the lead chaperone know where you will be.

Discipline:

Discipline will **ONLY** be given out by the leadership, lead chaperone, or by the directors. If you have any problems it is important that you let us know immediately. Everything will be kept confidential and on a need to know basis. This will cut down on gossip. The punishment will fit the crime.

Drugs:

The lead chaperone is the **ONLY** one that can give out medication. No student should be carrying any medication unless it is an inhaler, insulin, etc. Authorization must be obtained from the PHS Health Office and a copy of the authorization must be given to the VP of Chaperones.

If you suspect a student is on drugs or has been drinking alcohol, inform the lead chaperone immediately. The lead chaperone and the director will deal with the problem. The responsibility belongs to the director to inform the students of any problems and not the chaperones. We are to keep quiet about what we know.

GREEN BACKPACK SUPPLY INVENTORY

<u>QUANTITY</u>	<u>ITEMS</u>
1	Bus numbered green back pack
1	Bus number for the window
1	Clip Board with paper and attached pen
1	Bus sign up sheet
1	Leadership announcement of bus rules
1	Event schedule
1	Emergency blanket
1	Masking tape

All items listed below will have their own zip lock bag.

5 Trash bags	4 Kotex
Roll of toilet paper	4 Tampons
Roll of paper towels	Lip treatment
10 Band aids	Handiwipes
2 Packages of tissue	Safety pins

Place the bus number on the first inside window next to the door using the masking tape. The backpacks will remain on the bus unless otherwise advised. Please inform the lead chaperone of any items that need to be replaced. **Remember to remove the bus number at the end of the event and return the backpack to the lead chaperone.**

FOOTBALL GAMES

Football games will be used as a training ground for new parents. New parents will be linked with an experienced chaperone. We meet at the foot of the stairs outside of the band room between buildings C and D fifteen minutes before the students report time. Check-in there and get instruction on where you will be working. During the football game, some chaperones will be asked to sit along the rope line to assure that spectators, family or friends do not pass food or drinks to students. Food, chewing gum, and drinks (other than water) are not allowed while in uniform. Some chaperones will be asked to help with watering the students, while other chaperones will be asked to take students to the bathroom. Please hold their jackets as they use the restroom. The students need to remember their jacket number in order to get the correct jacket back after the restroom break. If they forget their number, have them look inside their jumper and the numbers should match the jacket. Hugging is not allowed because they could get the uniform dirty. Chaperones, please be aware that you too are not allowed to eat or drink (other than water) while in the bleachers with the students. Some of the chaperones will need to stay until the end of the football game to help the Pep Band. Always help clean up at the end of the football games. Guard will need help with zippers, buttons, etc...

You may be assigned to any of the following duties.

Bleachers and Ropers:

- Roll out tarp onto bleachers and then roll up tarps that are not used by the Pep Band. Each tarp is numbered with the bleachers row number. On foggy evenings, roll the tarps out as the band is exiting the field. If you roll them out too early, they will get damp. If the tarps are damp, please dry them before rolling them up and putting them away.
- Hang up the Emerald Brigade Banner on the fence in front of the band.
- Tie a rope from the lower fence to the upper fence to prevent the general public from entering the band's seating area. Before the band enters the bleachers and leaves the field, get rope (or caution tape) to block the public from entering the gated entrance area and up the stairs where the band members will be required to walk. About 10 minutes before the band exits the bleachers and enters the field you will need to rope off again. Stand along the roped area to make sure that the public goes around.

Note: If the public tries to enter the band section & the band is not present, remind the public that this area is reserved for the band. Remember, we need the public's support, so treat everyone with respect. As a chaperone, you become an Ambassador for the Emerald Brigade Marching Band, so be courteous.

Initial Inspection:

Before students can get their uniform, they must first present leadership with the aid of a chaperone, the following items:

❖ **BAND**

- Plain black socks. Socks can be purchased at the uniform trailer.
- Clean black gloves and band shoes. Gloves can be purchased at the uniform trailer.
- An appropriate short sleeve shirt.
- No make-up, nail polish, jewelry, tank tops, or chewing gum.
- Cover any irremovable earrings with a band-aid.

❖ **GUARD**

- Black spandex and clean shoes.
- Make-up is on according to the costumer.
- No nail polish or jewelry.
- Cover any irremovable earrings with a band-aid.
- Hair neatly pulled back in a low ponytail with a plain black scrunches.

Final Inspection Duties:

❖ **BAND**

- **Hair:** Hair should not touch the collar of the uniform after the hat is put on. Hair must be neatly tucked in under their hat (bangs included). Long hair will be pulled back unto the crown of the head into a ponytail. The use of hairpins, hair spray and/or gel may be necessary to keep hair from falling out of their hat. Hairpins should not be visible.
- **Hat:** Check their hats to make sure they're on straight & do the 2 finger test.

- **Recheck:** Check for no make-up, jewelry, and chewing gum. Clean black gloves and band shoes. Plain black socks.

❖ **GUARD**

- Recheck hair and see that it is neat.
- Make-up is on according to the costumer.
- No jewelry and chewing gum.
- Irremovable earrings covered with a band-aid.

PLUMERS:

The equipment crew hauls the plume containers and the blue tarp out to the south side of the stadium. Once inside the stadium, unfold the blue tarp and place a plume container on each corner to hold the tarp in place. Make sure the "Out" side of the container is up. All plumers must wear white gloves found in the plume containers. Encourage students to come as close to the blue tarp area, but not on the tarp, before you plume them. Do not chase after them. The plumes are made of ostrich feathers and dropping them will cause stains/discoloration. Please handle the plumes with care. After pluming, zip the bags closed and flip over so that the containers now read "In". Place the gloves on the "IN" side to be used to deplume.

After the field show ends, put the gloves back on and deplume the band. Put the gloves in the "OUT" side to be used for next time. In pluming & depluming, it helps to work with a buddy – one to plume/deplume, and one to hand the plume to the plumer, or to put the plume away. After depluming, zip closed the containers, fold the tarp, and load them on the ATV.

CLEAN UP/EQUIPMENT:

Help with equipment when needed. There are so many flags or props that lots of hands help in the maintenance of all the equipment. Clean up area if needed. The students do their best but sometime are rushed. Helping in any way goes a long way especially after they get dressed and have gone to warm-ups.

TOURNAMENTS

Some chaperones will be asked to ride the buses with the students while others will be asked to carpool. There is limited space on the buses for chaperones, so carpooling will be necessary in order to have a sufficient number of volunteers for the tournaments. If you are riding the bus, please introduce yourself to leadership and to the bus driver. Ask leadership to introduce the chaperones & bus driver to the students on the bus. Chaperones riding up with band members are asked to follow the same rules as the students. The Lead Chaperone will tell you your duties and the schedule. Chaperones please note that the directors are busy with the days events. If you have any questions, please ask the Lead Chaperone and they will be able to assist you. The Lead and assigned chaperones will be the only ones allowed to follow the band to warm up, to awards, and to any meeting areas after the show. You will follow the other chaperones to the seating area.

- Students and chaperones are required to ride the same bus going and coming (no switching).
- Students who wish to go home after the tournament with their parent/guardian must provide the Lead Chaperone with a note (**not the VP of Chaperones or the Directors**).
- Once off the freeway to our destination, it is quiet time (**chaperones included**). Quiet time is a time for students to focus on their upcoming performance and time for the bus driver to concentrate on getting to our destination.

- On distant trips, chaperones are encouraged, but not required, to provide games, treats, and prizes for the students to pass the time and to make it fun. This is optional and at your own expense. On return trips (in the evening), please help do a quick check to make sure the windows aren't steaming... You may need to separate the students involved and please be sure to report the incident to the Lead Chaperone.
- Leadership is responsible for taking roll, maintaining order, and if necessary, discipline. If leadership fails to do their job, let the Lead Chaperone know. At the end of each trip, leadership will be responsible for making sure that all trash is picked up before releasing students from the bus.

BATHROOM RULES:

When in uniform, students must be accompanied by a chaperone. Out of uniform, they can go with a bathroom buddy (no chaperone required). However, the students will need to inform a chaperone where they are going.

MEDICATION:

All types of medication, prescription or non-prescription, cannot be given to the student. Only the Lead Chaperone is permitted to medicate a student provided they have a signed permission slip from the doctor. If a student is having problems, please take him/her to the Lead Chaperone for assistance. Parents are permitted to medicate their own child.

MEALTIME:

The Boosters will supply a hot meal or snack at some events. Please assist in serving the students as promptly as possible. There is a limited amount of time in the schedule to set-up, serve the meal, eat, and clean up prior to helping the students get ready for their performance. The equipment crew usually eats first since they are needed to get the equipment assembled and ready for the field. Students are served according to their class (seniors first, followed by the juniors, etc.) All chaperones are needed to assist with cleanup. Because of added cost, non-volunteers may not be served a meal. Instead, they may bring their own meal.

PARADES:

The Lead Chaperone and other assigned chaperones will accompany the band on the parade route. Non-walking chaperones will ride/walk to the end of the route where you can watch and cheer the participants.

- **POWAY DAYS PARADE:** Chaperone will stay and help water the students before and after the parade. We will walk behind the band and march in the parade.
- **NON-PARADE BAND:** Non-parade band students (i.e. Mt. Carmel Tournament) must walk quietly along the parade route. Chaperones must be sure to gently remind them to remain quiet because our band could have points taken away if they are noisy or disruptive in any way.

TRIP COST:

Chaperones are required to pay for their own expenses: hotel, food, etc. Any additional cost will be explained prior to an overnight trip.