

WINTER SPRINGS HIGH SCHOOL BAND OF GOLD  
CHAPERONE GUIDELINES

THANK YOU SO MUCH FOR VOLUNTEERING TO BE A CHAPERONE FOR THE BAND OF GOLD. THE BAND WOULD NOT BE SUCCESSFUL WITHOUT YOUR HELP AND SUPPORT!

Being a chaperone is about keeping the students safe and assisting the band director as instructed by the lead chaperone. It is a lot of fun . . . but a lot of work, too. We are governed by the rules of Seminole County Public Schools and the guidelines provided by Mr. McIntyre. Please know that the rules outlined below are designed to help the band perform at its best and safeguard the well being of each and every student.

GENERAL EXPECTATIONS

***KEEP YOUR EYES ON THE STUDENTS AT ALL TIMES.*** Our first priority is to know where students are at all times. They are not to leave the group without a chaperone unless directed by the band director. This means:

1. Accompanying students to the restroom (no more than 8 students per chaperone)
2. Use your cell phone for emergency purposes only
3. You cannot bring siblings with you when chaperoning (Seminole County Chaperone Policy)
4. Function as a buffer between students and the public in the stands at football games and at other activities

***EXPECT STUDENTS TO FOLLOW THE RULES.*** Students are required to read the band handbook and follow all guidelines. Please ask your student to see their copy of the handbook so you will know what they are expected to do. This means:

1. ENFORCE ALL RULES but do not make unrealistic demands.
  2. You are every student's parent while chaperoning; do not ignore inappropriate behavior (especially couples).
  3. Speak to students respectfully when asking them to comply with a request; kindness along with please and thank you will usually help in any situation.
  4. Do not over react. If a student does not respond to your request or you are unsure how to handle something, ask the lead chaperone for assistance.
  5. Students are expected to be respectful towards chaperones and follow your directives; please inform the lead chaperone if there are any difficulties in this area.
  6. Students are not allowed to talk on cell phones in the stands; they may use them on buses
  7. Maintain order on buses. Students are to remain in their seats at all times and keep the noise level reasonable. They must be silent at all railroad crossings.
- FOOD OR DRINKS ARE NOT ALLOWED ON SEMINOLE COUNTY SCHOOL BUSES.** (On rare occasions, with the driver's permission, students will

be allowed to have food if there is no time to eat at the scheduled activity; this will only occur for all day events. The lead chaperone will inform all chaperones if this will be taking place.)

***FOLLOW THE DIRECTIVES GIVEN TO YOU BY THE LEAD CHAPERONE.***

Every band event involves many specific activities. The lead chaperone has been briefed by the band director and will coordinate all chaperone duties. Please address all questions and concerns to the lead chaperone. This will allow the band director to focus on the band performance. The lead chaperone will address all issues that arise and consult with the band director as needed. You should never countermand the authority of the Band Director, Color Guard Director/Instructor or lead chaperone. If you disagree with them, please wait for an appropriate time to address your concerns privately.

***SET A GOOD EXAMPLE FOR OUR BAND OF GOLD STUDENTS.*** There are times when problems arise and things do not go as planned. Frustration is understandable, but it is important that chaperones focus on problem solving and working as a team to get the job done. It is important that everyone be respectful and follow the directives of the lead chaperone. Students will do their best if they see the adults are taking care of situations as they arise.

***YOU MUST REGISTER AS A DIVIDEND WITH THE SEMINOLE COUNTY SCHOOL DISTRICT.*** You will not be allowed to chaperone if you have not registered with the school district as a dividend. This is done online at [www.scps.k12.fl.us](http://www.scps.k12.fl.us). After you enter the website, click on the Community Involvement link then the Dividend Volunteer link to complete the registration form. You will not be allowed to chaperone until you are on the approved list from the county. You must register every school year, so please make sure you have completed the registration for this academic year.

The lead chaperone will keep track of your dividend hours for chaperoning activities. It is essential that you sign in and out so these records will be accurate.

***EVERY PARENT IS ENCOURAGED TO TAKE ADVANTAGE OF THE CHANCE TO CHAPERONE.*** Whenever there is a need for chaperones, a mass email is sent out to all parents who have registered as dividends for the band. If you are available and interested in chaperoning, please respond promptly. The lead chaperone will send out an email listing the selected chaperones as quickly as possible so you will know if you are scheduled to help. Our goal is to give every parent an opportunity to be involved but at times there are limits to the number of chaperones we can have at events. Every effort will be made to honor your requests, but you may not be able to work every event you request. Chaperones must be 21 or older (Seminole County Policy)

If you become unable to chaperone, please contact the lead chaperone ASAP so a substitute can be arranged.

## CHAPERONING OPPORTUNITIES

FOOTBALL GAMES – the following is the general flow for all football games.

1. Email will be sent out requesting chaperones to help
2. Once chaperones are selected, an email will be sent out with report times, and a general agenda including the anticipated end time
3. Confirm with the lead chaperone that you will be able to chaperone as scheduled
4. Please wear a purple shirt if possible; dress for the weather conditions. It can be very hot and humid early in the season so shorts may be a wise choice. Please wear sturdy shoes. You might also want to apply bug spray since you will be outside at dusk when mosquitoes are out in droves.
5. Report and sign in with the lead chaperone; you will be given your badge and assignments (see below). Any one who is helping at the game with hospitality, transportation, photography and uniforms will also be expected to assist with chaperone duties and must check in with the lead chaperone when they arrive at the band room.
6. Transportation Chairman and Student Operations Crew (Ops) are responsible for loading and unloading band equipment. Unless you are specifically directed to do so, please DO NOT move/load band equipment. Moving and storing the instruments incorrectly can damage them; the Ops crew has been trained in the proper handling of our delicate and expensive equipment.
7. Chaperones will be assigned to buses if this is an away game. Please sit staggered throughout the bus, not all together. Check in with the student bus captain so they know to include you in the roster for that bus. One chaperone will be designated as bus captain (see below).
8. Pre-game activities involves setting up in the stands – water, signage, roping off the area – you will be directed by the lead chaperone regarding what to do.
9. Chaperones walk with the band to the field and monitor student activities in the stands. Students are expected to sit WITH THEIR SECTION. This is organized by the Drum Majors and student leadership. Chaperones should position themselves near the water coolers and at the periphery to monitor activity moving in and out of the band section. Visitors are NOT allowed to sit with the students. This includes band alumni, other WSHS students and non-chaperoning parents.
10. Trips to the restroom should be kept to a minimum and must occur in groups of no more than 8 students. If a student requests to go to the bathroom, a general call will be made for other students who need to use the facilities. PLEASE TELL THE LEAD CHAPERONE that you are taking a group to the restroom.
11. Students ARE NOT ALLOWED TO EAT IN UNIFORM. They are provided water throughout the game and drinks are provided at halftime. They are expected to eat prior to the report time. You should remind your student to have a substantial meal. Marching is hard work and we want students to be well hydrated and properly nourished for their health and safety. It is

important that this rule be enforced at all times and with all students. The only exception is that the Ops crew has access to drinks while they are performing their duties. **THERE ARE NO OTHER EXCEPTIONS UNLESS YOU ARE INSTRUCTED BY THE LEAD CHAPERONE.** Since students are not permitted to eat, we ask that chaperones also eat prior to arrival and again set a good example for the students

12. Students must remain in uniform while in public. They may remove their jackets while on the buses but must be in full uniform at all other times; this includes when they exit buses back at school after away games. Ops students do remove their jackets when performing their duties.
13. Early in the second quarter the students will exit the stands to rehearse. Some chaperones will go with them and assist with the pit (see below); others will remain in the stands to clean up and secure band property. Everyone will be given an opportunity to watch the performance unless there is a need for on the field assistance.
14. Plumes are given to the students as they exit the stands; they are collected and stored after halftime. This is under the direction of the uniform chairperson. Please follow their direction if you are asked to assist with this activity.
15. Students are given the privilege of a break at half time. At home games, they are on the track, provided a soda and socialize with the other band. At away games, the host school provides drinks but there may not be any mingling with the other band. Some students may have this privilege revoked by the band director and be required to sit in the stands. Chaperones monitor these activities as directed by the lead chaperone. All students are expected to be back in their seats when there are two minutes left in the third quarter
16. During the second half, chaperones begin the process of packing up. Ops students leave during the fourth quarter with the Transportation Chairman to store instruments in the truck.
17. After the game, the band plays the alma mater for the team and then leaves the stands in an orderly fashion. Chaperones walk with the students but some are assigned to make sure we have not left anything behind, including trash. It is important that we clean up prior to heading back to the buses or the band room. Students should be asked to pick up after themselves if they are observed leaving trash of any kind.
18. If this is an away game, all buses will leave together. This can only happen once the Ops crew is finished loading the truck. This can be time consuming, especially during the first away game, so please be patient.
19. Once back in the band room, the band director will meet with the students to discuss the performance. Chaperones are expected to remain quietly in the hallway until this is over. If you are able to stay to help put things away, that is greatly appreciated. When you are ready to leave, sign out and turn in your badge.
20. If a student becomes ill or hurt, notify the lead chaperone immediately. Do not attempt to treat the student or administer medication unless directed by the lead chaperone.

21. Assigned duties may include:

- a. Water Crew – all chaperones help with providing water to the students; some will be asked to prepare the coolers and get them set up in the stands including onto the truck for away games.
- b. Name tags – hand out, record and collect chaperone tags
- c. Banner – set up in the stands and remove at the end of the game
- d. Rope line – rope off band section in the stands and remove at end of the game. All chaperones help to monitor movement in and out of the band section
- e. First Aid Kit and Medical Book – this will be the responsibility of the lead chaperone
- f. Bus Captain (away games) – Place Placard in bus window, responsible for bus Medical Book (remains on bus). The medical book has sensitive medical information; please respect student privacy and only look through this information if a medical situation arises. Make sure chaperones are scattered throughout the bus. Complete final walk through of bus for trash, forgotten items and close windows.
- g. Podium – set up podium with skirts and remove at the end of the game.
- h. Props – responsible for getting props on and off field
- i. Plumes – under the direction of Uniform Chairperson, distribute and collect plumes
- j. Pit Crew– Assist with moving pit instruments on and off the field. Please follow the direction of the students; they know where to position the equipment and how to transport it safely.
- k. Stand Security – remain in band section when students depart for halftime until they return. Clean up trash during second quarter. Perform final stands check for items left behind as well as final trash pick up. Students are expected to assist by cleaning up after themselves. Please enlist their help when appropriate.
- l. Third Quarter Security – monitor students during their break.
- m. Uniform Check – students are not allowed to wear nail polish or have visible piercings; hair must be off the face and neck. Assigned chaperones will be given supplies to assist as students remove polish, cover piercings and pull hair back as needed.

Homecoming Parade – the Band of Gold marches in the homecoming parade which takes place during the school day on the Friday of Homecoming Week. Chaperones are needed to monitor students at Trotwood Park prior to the parade and walk with the students back to the high school.

FBA/MPA Performances – the Band of Gold has a reputation of excellence based on their annual assessments by the Florida Bandmasters' Association. These are very special performances and chaperones are given the opportunity to see the band at its very

best. If you are not selected to chaperone for one of these, you should make every effort to attend; you will be amazed at what our students can do!

Winter Springs Holiday Parade – the band usually marches in the Villages’ Holiday parade.

SHOWCASE Rehearsals/Performances – this is the premiere concert series the band does with the chorus annually. It is an opportunity for the band and chorus to display the breadth of their abilities and is a major fundraiser for both booster organizations.

TRIPS – the band takes day or overnight trips as planned by the band director and the Board of the Band Booster Association. Overnight chaperoning will require finger printing through the Seminole County School Board.