

High School Band Chaperone Instructions

Thank you for volunteering to chaperone our band students! Chaperones play an important role in keeping students safe, organized, and supported while allowing the directors and staff to focus on the musical aspects of the program.

Quick Reminders

- **Arrival: 4:00 PM**
 - **Park in parking spaces-** DO NOT park around the back of the building or on the curb near the band hall. This is for trucks and buses
 - **Enter through the band hall and find the Volunteer Table**
 - **If running late or are not able to make your shift –** communicate this to **Kelly Bivens - 281-610-1987**
 - **Check-in:** Volunteer Table
 - **Required:** Driver's license
 - **Optional:** Clear stadium bag to hold your items
 - **Chaperone Coordinator:** Kimberly Landrew
 - **Volunteer Point Person:** Kelly Bivens
 - **When in doubt: ASK! You are not expected to know all the answers. However, you are providing an additional layer of supervision, support, encouragement, safety and organization for the directors and TCP Band as a whole which is greatly appreciated!**
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1. Arrival & Check-In

Please arrive at the school at **4:00 PM** and proceed to the **Volunteer Table**.

- ☐ Sign in at the Volunteer Table.
- ☐ After signing in, go to the front office to receive your official school ID sticker.
 - **A driver's license is required for this step.**
- ☐ Return to the Volunteer Table and pick up your Volunteer Badge.
 - This badge allows you into the stadium without purchasing a ticket.
- ☐ The **Volunteer Point Person, Kelly Bivens** or **Chaperone Team Lead, Kimberly Landrew**, will assign you to a bus.
- ☐ At this time you will be introduced to the volunteer Medic for the evening
 - This person will have the medical bag and medical folder that holds information needed for each student.
- ☐ You may also be assigned preparation duties such as:
 - Filling snack bags
 - Filling water coolers
 - Gathering meals for bus and truck drivers
 - Other event-preparation tasks

Before the Buses Arrive

- ☐ Make sure assigned supplies are prepared and ready to be loaded (snack bags, drinks and ice in coolers, trash bags, hand sanitizers, electrolyte packets, paper towels, wagons,)
- ☐ The Volunteer Point Person and Chaperone Coordinator will give instructions regarding how and when to load the items.
- ☐ If there is downtime before the buses arrive, take a moment to use the restroom, get water, or otherwise prepare yourself for the evening. After the students finish eating (they start at 4) feel free to grab dinner!

Reporting Concerns

Immediately report any:

- Safety concerns
- Injuries or illnesses
- Student conflicts
- Other significant concerns

to **Kimberly Landrew, the Chaperone Coordinator**, or **Kelly Bivens, the Volunteer Point Person**.

2. When the Buses Arrive

Once the buses arrive, please help the students and drivers get organized quickly and safely.

Bus Preparation

- ☐ A designated person from each bus should take the bus number outside and tape it to the bus door.
- ☐ Distribute food to bus and truck drivers as assigned or directed.
- ☐ Board your assigned bus.
- ☐ Assist the student section leader with getting all assigned band members on the bus if help is needed.
- ☐ Introduce yourself to the bus driver and thank them for helping the TCP Band.
- ☐ Help ensure student volume remains at a reasonable level so the driver is not distracted.
- ☐ Ensure aisles and emergency exits remain clear.

Student Transportation

Students must ride the bus assigned to their section.

If there are questions or concerns about a student's bus assignment, contact the **Chaperone Coordinator, Volunteer Point Person, or Band Director**.

3. Professional Boundaries

Chaperones are expected to maintain appropriate adult/student boundaries at all times.

- Communicate with students in a respectful and professional manner.

- Avoid being alone with an individual student whenever possible.
 - Remain in visible, appropriately supervised areas.
 - Do not engage in inappropriate conversations, jokes, physical contact, or social-media interactions with students.
 - Follow all school and district policies regarding student supervision and conduct.
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4. Student Conduct

Students are expected to:

- Follow directions from directors, staff, and chaperones.
- Treat students, adults, facilities, equipment, and property with respect.
- Remain with their assigned group.
- Follow school and band rules regarding phones, food, uniforms, instruments, and personal belongings.
- Maintain appropriate behavior on buses and at performance venues.

Chaperones should **not attempt to handle serious discipline issues independently**.

Report significant or repeated problems to the **Chaperone Coordinator or a Band Director**.

5. Attendance & Headcounts

Headcounts are especially important during transitions.

Headcounts should occur:

- When boarding buses
- Before returning to school
- Any time the group changes locations
- Any late arrivals or early departures **MUST** be cleared by a director – direct all questions or concerns of this nature directly to Mr. Janda

The **section leader will have the designated clipboard**. Be prepared to assist the section leader with attendance and headcounts as needed.

Missing Student

If a student is missing:

Notify the Band Director or Chaperone Coordinator immediately.

Do not leave the rest of the group unattended while searching for a student unless specifically directed to do so.

6. Arrival at the Venue (Stadium or Competition Grounds)

Once the buses arrive at the stadium:

- ☐ Ensure all students exit the bus in a timely manner.
 - ☐ Make sure students take all necessary belongings with them.
 - ☐ Help unload drinks and snack bags and take them to the designated area.
 - ☐ Be prepared to assist students as needed.
 - ☐ Once the band has gathered in the stands, have a seat in the designated band area and enjoy the first half of the game; or relax until the next task of the competition!
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7. During the Game / Competition

Chaperones should remain attentive and available throughout the event.

- Pay attention to requests from students, the Chaperone Coordinator, Volunteer Point Person, or Band Director.
- Help address student needs as they arise.

Before Halftime (for Games) / Before Performances (for Competitions)

Approximately **5–10 minutes before halftime or showtime (as the students are dismissed to their assigned areas)**:

- Field workers assigned to the **Pit Crew, Drum Stand Movers, and Props** should report to their designated meeting points.
- Chaperones may be asked to assist with field responsibilities if there are not enough volunteers.
- Additionally, listen for directions to help plume the hats if needed. Timing for this is the same as the field workers.

After Halftime for Games or Performances for Competitions

- ☐ Assist with handing out drinks and snacks to students.
 - ☐ Assist in ensuring students have their flip folders and needed materials if needed
 - ☐ Offer trash bags at designated points during the game.
 - ☐ Help ensure the band area is left cleaner than it was when the group arrived.
 - ☐ How this looks may vary depending on the structure of the event. Stay attentive to directions from the Chaperone Coordinator or Volunteer Point Person.
 - ☐ Never hesitate to ask questions if you are not sure what to do!
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8. After the Game / Competition

Once the game or competition is over:

- ☐ Collect and dispose of trash bags.
- ☐ Bring the coolers, snack bags and all supplies to the loading area.
- ☐ Make sure all necessary supplies are accounted for.

- ☐ Return to your assigned bus.
 - ☐ Assist with getting students safely back onto the bus.
 - ☐ Confirm that students have all of their belongings.
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9. Return to School

Once the buses arrive back at school:

Unload & Store Supplies

- ☐ Ensure all items have been removed from the bus
- ☐ Thank your bus driver
- ☐ Unload snack bags and coolers.
- ☐ Dry coolers and return them to the storage container as directed.
- ☐ Return snacks to the snack closet.
- ☐ Put snack bags away in their designated location.
- ☐ Put all other supplies away as instructed.

Check Out

Before leaving:

- ☐ Return your Volunteer Badge.
- ☐ Dispose of your school ID sticker.
- ☐ Sign out at the Volunteer Table.

Please do not leave until your assigned responsibilities are complete.

10. Emergencies

In an emergency:

1. Stay calm.
2. Follow the directions of the Band Director, school staff, venue staff, or emergency personnel.
3. Keep students together and away from danger.
4. Contact the Band Director or Chaperone Coordinator immediately.
5. Call emergency services when appropriate and according to school procedures.
6. Do not provide information to the media.
7. Do not post about an emergency or incident on social media.

For an injury or illness, notify the Chaperone Coordinator, Volunteer Point Person, or band director immediately and follow the school's established medical procedures.

11. Competitions & Performances

During competitions and performances:

- Help students stay on schedule.
 - Help protect instruments, uniforms, and personal belongings.
 - Encourage students to remain focused and respectful toward other bands and performers.
 - Avoid distracting students immediately before or during performances unless necessary.
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12. Phones & Social Media

Chaperones should use phones primarily for communication, emergencies, schedules, and other event-related responsibilities.

- Do not photograph or post students unless permitted by school/district policy.
 - Never post embarrassing, disciplinary, medical, or otherwise sensitive information about students.
 - Do not communicate privately with students through personal social-media accounts unless specifically permitted by school policy.
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13. Alcohol, Tobacco & Other Substances

Chaperones must follow all school and district rules regarding alcohol, tobacco, vaping, and controlled substances.

No alcohol or recreational drugs are permitted while serving as a chaperone or while responsible for students.

THANK YOU!

Thank you for helping make band activities safe, organized, and enjoyable for our students!

We hope to see you again - students love to have familiar faces assisting their efforts. Plus, you play an invaluable role in assisting the directors and TCP band. Chaperoning is a great way to see your child in action and become a parent to all of the TCP band. It's a big commitment but well worth the time. The investment in the students is a priceless experience that will leave you with many treasured memories!