

# TREASURE COAST HIGH SCHOOL BAND AND CHORUS

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## 2016-17 Chaperone Handbook

Mrs. Susan S. Seal, Principal

Luke Hall, Director

JUNE 2016

**TREASURE COAST HIGH SCHOOL BAND & CHORUS**

**CHAPERONE CONTRACT**

I have read and agree to adhere to the policies set forth in the Treasure Coast High School Band/Chorus  
Chaperone Handbook (June 2016)

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Chaperone Signature

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Printed Name

# CHAPERONE HANDBOOK

## I. PHILOSOPHY

A well-organized chaperone program can be extremely beneficial to the smooth operation of the band program.

In many circumstances, the success of the band is dependent on the support and assistance of dedicated parents who believe wholeheartedly in the band program.

All parents and other interested persons are encouraged to volunteer for various band activities during the year.

In accordance with the St. Lucie County School Board and Florida High School Activities Association policy, it is the direct responsibility of the band director to secure an adequate number of chaperones to provide appropriate supervision of students on trips and certain other activities where adult supervision is required.

It is the expressed philosophy of the school that all qualified parents or other qualified persons be given a fair opportunity to serve as chaperones in so far as is possible within the scope of the numbers of chaperones needed and their availability to serve when called upon.

## II. CHAPERONE CHAIRPERSON

The Chaperone Chairperson is an appointed position. The Band Director makes this appointment in the month of May the previous year.

The Chaperone Chairperson shall be in general charge of chaperone assignments and activities during the course of any trip or activity. However, the band director shall retain final responsibility for the chaperone program.

## III. SELECTION CRITERIA

### A. Number of Chaperones

As a general rule, one chaperone shall be secured to each fifteen students, which includes local or on site activities depending on the nature of the activity. When possible, this number should not include members of the band staff.

## B. General Qualifications

1. All Chaperones shall either be fully active, participating members of the "TREASURE COAST HIGH SCHOOL BAND BOOSTERS", or volunteers.
2. All chaperones/volunteers must have completed the online school volunteer registration forms each year. These forms can be found at: <http://www.stlucie.k12.fl.us/>. Instructions for application are listed on page 9 of the Chaperone handbook
3. All candidates for chaperoning must be well known and have proven their ability to relate well to students and work harmoniously with other adults. Potential chaperones should make themselves visible at band functions and work projects. Candidates should volunteer their time at fundraisers and serve to assist committees.
4. All persons must have attended one chaperone training session per year. At that time they will receive a Chaperon handbook and sign and acknowledgment form.
5. All chaperones must adhere to the St Lucie County School District Code of Conduct, which would include **NO SMOKING, CONSUMPTION OF ALCOHOL, OR USE OF ILLEGAL DRUGS** while serving in the capacity of the chaperone.
6. All chaperones must adhere to the dress code.

## IV. SELECTION PROCESS

A fair system of selection will be utilized to secure chaperones from those individuals who have requested to serve and who have met the general qualifications.

1. All interested persons should call or e-mail their specific requests to the chaperone chairperson. The 2016-2017 Chaperone Chairperson is: Candy Kiernan and her e-mail is: [candykiernan@gmail.com](mailto:candykiernan@gmail.com).
2. In the event that you are not contacted or feel overlooked, make your desire to serve specifically known to a booster chair member or the chaperone chairperson. Make sure that you have been visible in the organization and that you remain visible.
3. If at any time the band director or the head chaperone feels a chaperone is not cooperating with them and their efforts to help the band, that person may be removed from the rotation.
4. Some parents may volunteer for special jobs or tasks and may be trained to do a re-occurring essential task. Therefore, these parents will be asked to serve on a repeated basis as necessary. This is in keeping with the basic philosophy providing for a smooth and efficient operation of the band program. Every effort will be made to rotate as many of these jobs as possible.
5. There are many factors that are also considered in the selection process such as:
  - a. Experience/special skills
  - b. Stress/demand of the activity
  - c. Rooming/housing considerations
  - d. Male/female ratio
  - e. Seating availability (bus/stadium)
  - f. Ability to relate to and work well with students and other adults

6. Experience with previous out of town trips is also a factor in the selection process, especially for overnight trips or trips to festivals. On every trip, the band must have veterans who are familiar with how things are done in order to provide for the smooth operation of the band and also new people who are basically there to learn from the veterans how things are done.
7. The band director has the final say for chaperone lists for any event.

## V. GENERAL RESPONSIBILITIES

1. Chaperones are expected to attend a briefing and have attended chaperone training prior to any band activity or trip. Briefings for major trips/events may be longer and held at a separate time. In husband/wife situations, both are expected to attend.
2. All chaperones are to be available to the band director and band members at all times. Keep in mind that all trips and activities are intended for the **STUDENTS. NO PERSONAL AGENDA PLEASE.**
3. For liability coverage, siblings are not allowed to accompany chaperones/volunteers while on duty.
4. **PLEASE UNDERSTAND IT IS INAPPROPRIATE TO DISCUSS ANY STUDENT, PARENT, FACILITY, OR STAFF IN A NEGATIVE WAY.**
5. The authority of chaperones is limited to general supervision of students and the enforcement of appropriate behavior. Chaperones should balance their authority with common sense and courtesy. Please refrain from engaging in an argument with the student. Chaperones are to report any behavior problems to the chaperone chairperson or the band director. Any physical discipline administered will result in the immediate dismissal as a chaperon.
6. All events/trips will include first aid chaperones. Any illness or accident is to be turned over to them immediately. They are trained to handle these situations. First aid will report the incident to the chaperone chairperson, and/or band director.
7. Chaperones must maintain a good sense of humor, but must also maintain a business-like atmosphere. Please be flexible. Unusual situations should be run by the chaperone chairperson. Matters of serious concern or emergencies should be brought to the attention of the band director.
8. Please hold your suggestions and ideas until the end of the trip or activity if possible. Game plans are made by the leaders in advance and changes to accommodate new idea (even if they are better ideas) can cause unforeseen problems. All constructive ideas are appreciated at the appropriate time. Positive comments are welcome.
9. You may be asked to wait with students after events until they are picked up by a parent. **PLEASE ADJUST YOUR SCHEDULE ACCORDINGLY.**

## VI. FIRST AID CHAPERONES

1. The First Aid Chaperones are appointed by the band director and/or chaperone chairperson at the beginning of the school year.
2. One to two First Aid Chaperones will be assigned for games/events.
3. First Aid chaperones must possess a current CPR and 1st Aid Certification.

4. First Aid chaperones need to know how to use an AED machine and its location at the school
5. Any time a decision to dial 911 is made the director must be notified immediately as well as the parents/guardians of the student.
6. No First Aid chaperone should send a student home without consulting the band director and the parent/guardian.

## **VII. DRESS CODE**

1. Collared volunteer band shirt
2. Black jeans or dress pants
3. Black denim or dress capri pants

## **VIII. BAND CAMP AND AFTER SCHOOL PRACTICE**

1. Students are to be supervised during free time and at all meals.
2. You may be asked to help with field maintenance, making sure that the field lines are plain and visible.
3. Making sure that there is water available at all times that the students are on the field.

## **IX. LOCAL PARADES**

1. Chaperones are needed to walk with the band in case of students who have to fall out along the way.
2. Water will be made available at the end of the parade route.

## **X. FOOTBALL GAMES**

1. All chaperones should sign-in and meet at the band room 15 minutes prior to the student report time for a briefing and job assignments. It is important that you be on time so things can run smoothly.
2. Chaperones must stay with the band at all times. Restroom breaks are permitted when there is adequate coverage. Chaperones should not be eating until the 3rd quarter when students have their breaks. It is recommended that each chaperone bring water in order to prevent dehydration while working.
3. Chaperones should always come prepared for rain.
4. **CHAPERONES MUST SIT IN THE ASSIGENED AREA. PLEASE DO NOT INVITE ANYONE TO SIT WITH YOU.**
5. You may be asked to escort students to the restrooms. **ALL CHAPERONES** are to help with this.
6. Please stay off the field and track area unless you are assigned there.
7. Please do not show up to chaperone unless you are assigned for that activity.
8. The following is a list of duties you may be assigned to at a football game:
  - a. Uniform adjustments
  - b. Care of flags and props
  - c. Transporting equipment to and from the field

- d. Passing out plumes or flags
- e. Passing out water during the 3rd quarter
- f. Restroom escort
- g. Clean up stands before dismissal from game.

## XI. Concerts

1. 2-3 Chaperones are needed at each set of auditorium doors during a performance. Please do not allow the doors to open while students are performing. Audience members may enter during applause.
2. 2 chaperones are needed in the hallway and band room during the Prism Concert.
3. 1. Chaperone is needed for curtain duty.
4. A few chaperones are needed to sit with band members during the performance when the band is in the audience.
5. A few chaperones are needed to help sell tickets for the Prism Concert prior to the start of the concert.
6. Dress code for concerts is business casual or Sunday dress attire.

## XII. AWAY TRIPS

1. In order to be considered for chaperoning an away trip, you must be well known and have had previous chaperone or volunteer experience at local or on site activities. St. Lucie County School Board Policy states that all chaperones traveling with students on overnight trips must be fingerprinted and background checked through the St. Lucie County District Office.
2. Chaperones will be told when to report, which will usually be at the same time students are scheduled to report.
3. All chaperones must travel on the bus with the band to the event.
4. Ask to see the trip information sheet so you will be aware of any special instructions ahead of time. Most of the time, meal plans are made and this information is on the trip sheet. All meals are the individual's responsibility unless group meal plans have been made. In the event that the band is stopping and eating as a group, all chaperones should pay for their own meals.
5. Visiting relatives, shopping or individual sightseeing are not allowed. Please do not invite others to meet you at our out of town events for visiting or socializing.
6. **CHAPERONES MUST STAY WITH THE BAND AT ALL TIMES**, unless otherwise assigned by the chaperone chairperson. Relatives and friends are welcome to watch the performance but should sit in the general seating area.
7. The head chaperone on each bus will be assigned a list of cell phone numbers. They need to make sure that roll call is taken on the bus every time the students load. We do not want to leave anyone behind. The head chaperone is also responsible for making any announcements.
8. Chaperones should secure their seats before the students enter the bus and then leave the bus if they have duties to perform. The head chaperone should sit in front, the medical chaperone should sit in the middle of the bus, and the rest of the chaperones need to spread out, making sure someone is in the back.
9. All chaperons need to help keep order on the bus. Students are to first be given a warning if they are causing problems on the bus. If there is a student who consistently refuses to cooperate, the head chaperone on the bus should be notified. The head chaperone will

- assign the student to sit with a chaperone for the rest of the trip. If problem continues, the chaperone chairperson and/or band director needs to be notified and the bus may be pulled over for the band director to handle the situation. All discipline actions should be reported to the band director upon reaching our destination.
10. Make sure that the behavior on the bus is conducive to a safe trip for all. HANDS & HEADS inside at all times. Talking at a moderate level and NO RADIOS PLAYING. (Personal Music Players with headphones are okay). NO BLANKETS ALLOWED. Students who are cold should bring a jacket.
  11. If there is a DVD player on the bus, only G and PG MOVIES are allowed. The chaperones may want to bring movies along so they are sure of the rating.
  12. Only in the event of an emergency are students allowed to use the back door of the bus as an exit.
  13. Before leaving campus at the end of a trip, all chaperones must check out with the Chaperone Chairpersons, and return their ID badge.

## **New School Volunteer Sign-Up Procedures**

The Saint Lucie County School Board has a new volunteer sign-up procedure in place. If you are interested in volunteering at any St. Lucie County School, please log onto our website: [www.stlucie.k12.fl.us](http://www.stlucie.k12.fl.us)

- Click on “Jobs” tab
- Click on “Click to Apply” tab
- Click on “Click to view current job openings”
- Click on “Search for posted positions”
- Scroll down and check volunteer box
- Click on “Apply for selected position(s)”
- New users please create a profile
- Follow all steps on application

\*\*\* Please note you will need to upload a copy of your government issued ID. If you have a camera phone- you may take a picture of your license, email it to yourself & upload it. \*\*\*\*

After entering and submitting your application, your information will be verified. Allow up to ten days for clearance and check your application online periodically. Thank you for your support and interest.