

**PEACHTREE RIDGE
HIGH SCHOOL
ROARING LIONS
BAND**

2008-2009 Band Chaperone Handbook

**Peachtree Ridge High School
1555 Old Peachtree Road
Suwanee, Georgia 30024
678 473-6272**

ROARING LIONS CHAPERONES . . .

- . . . assist
- . . . escort
- . . . reassure
- . . . are flexible
- . . . are alert
- . . . work as a team
- . . . are willing
- . . . work hard
- . . . are enthusiastic

Our first responsibility is to the band members. We do our best as chaperones so they can do their best as band members.

Our duties include supervising band practices, football games, fundraisers, band trips and other events as needed. The following pages outline the basics of what we do. The Peachtree Ridge Band Handbook also contains information that will be helpful as you work with our band members. The Gwinnett County Public Schools rules of conduct are incorporated by reference in this document.

Please take a look at the band calendar to see which dates you would be available to serve. We need at least 4 chaperones for practices and 10-12 for football games. Each trip (competitions, etc.) also will need at least 10-12 chaperones, but keep in mind that many hands make light work, especially on the road! You can email either chaperone co-chair to put your name on the schedule, or you can sign up on-line. The on-line Chaperone Sign-up Book is ALWAYS ready!

Thank you for being a part of the Roaring Lions Band Program!

Chaperone Chairs: Judy Hale 678-407-0625 / judyhale@gmail.com
Shyral Hyatt 770-995-8541 / shyhyatt@bellsouth.net
General Chaperone Email: prbbachaperones@gmail.com

GENERAL

Our primary duty is to stay as close to the band members as possible so we can assist them when necessary.

Detailed below are the chaperone qualifications for the Roaring Lions band:

- must be a parent/legal guardian of an active marching band member
- must have satisfactorily completed chaperone training annually
- must be approved for chaperone duty by the band director

PRACTICES

BEFORE PRACTICE

There will be basic instructions for chaperones posted on the cabinet in the instrument room. Chaperones should arrive at the Band Room 15 minutes before the start of practice to gather equipment, and be at the practice area with the band at practice start time. Coolers, cups, trash bags, wash cloths and wagon are kept in the Instrument Room. Locate a custodian and ask for access to the ice machine in either the basketball concession stand area or from the kitchen. Fill all the coolers with water from the sink in the instrument room. The first aid kit with the medical forms is kept in the Uniform Room. A smaller first aid kit for colorguard is available and used when they are not practicing with the full marching band.

Depending on the weather, take all coolers filled with ice and water. During hot weather, take a cooler with washcloths and ice water and a specially marked trash bag for the used washcloths. One of the chaperones should take the wet wash cloths home to wash and return to the Instrument Room before the next practice.

DURING PRACTICE

Drum line, pit, horn line, and guard frequently practice in separate locations before coming together for full band practice. Check with the staff person in charge of each group to see what they need from the chaperones. One chaperone may need to stay with each group.

Have cups of water ready for the band members to pick up at break time. (They can get their own seconds--but after everyone has had some.) The plan for practice may change from one time to the next, so remember to BE FLEXIBLE!

Be alert to what the band members are doing—they are our first responsibility! If there is a medical emergency, notify the band director immediately.

AFTER PRACTICE

Collect all equipment, empty the coolers on site, and check the practice area for trash (band members should have picked up after themselves, but . . .), and return to the Band Room. Leave the coolers open so they can dry out overnight.

VERY IMPORTANT: AT LEAST ONE CHAPERONE MUST STAY AT SCHOOL UNTIL ALL BAND MEMBERS HAVE GONE HOME! If there are band members who are not picked up in a reasonable amount of time, ask them if someone is on the way to pick them up. Let the chaperone chair know the names of band members who are not picked up within 30 minutes after practice. Names of repeat offenders will be shared with the director for parent follow up.

HOME GAMES

Chaperones should report to the Chaperone Room before 6:00 p.m. or as requested by the chaperone co-chair. No additional children and/or family members can accompany the chaperone during the games. If there is a conflict, please ask a co-chair to re-assign you to another game. All chaperones must wear their booster club shirt and name tag so band members can spot them easily. Please come prepared to pay the \$6.00 required admission to the football game. The band is given a limited number of free admission passes. These will be passed out prior to game time and should be worn with the name tag. We will attempt to rotate these among the chaperones and to be as fair as possible. All chaperones that have access to free admission (teachers and/or foundation members) should bring their free passes with them.

There will be a very short meeting prior to the game to pass out chaperone assignments and to answer any questions. Again, please be patient and flexible!

BLEACHERS AND BLEACHER ROLLS

Chaperones assigned to the bleacher area will secure the band section with bleacher rolls at least 30 minutes before game time. Only band members will be allowed to sit or stand in the band section. The bleacher rolls are kept in the Uniform Room in 2 black suitcases. Take a couple of towels from the uniform room to wipe the bleachers if they are wet or dirty. Put the bleacher rolls on the seats in the band and guard areas. (Rows 1, 3, 4, 6, 7, 8, 9, 10, and 12 or as directed by the band director.) do not stand or walk on the bleacher rolls and ask the students to do the same.

After the game, wipe down all rolls with a towel, re-roll, put them in the suitcases, and return to the uniform room. If they are wet we will ask a few chaperones to take a few

home to clean and dry. Please be sure to give one of the co-chairs your name and how many bleacher rolls you took, if this should occur.

WATER

The hospitality committee will be supplying bottled water for the games. The coolers will be packed with bottles prior to game day. Upon arrival, these coolers will need to be packed with ice. A custodian should be located, and the coolers filled with ice from the basketball concession stand. Each student will be given one bottle at the beginning of the game (after the National Anthem). Some students will require more than one bottle. Never deny a student a water bottle. The students are NOT allowed to add anything to the water bottle (i.e. crystal light, etc). If this should occur, confiscate the bottle and replace it with a fresh bottle and ask the student for whatever was used to flavor the water. Any repeat offenses should be reported to one of the band directors. After half time, additional bottles will be made available for students to take, if they wish, prior to entering the stands.

PLUMES

Plumes are kept in a rolling 2-sided black case in the uniform room. Take this case to the stand with the band. The case is stored under the stands until they are needed. Be careful of the plumes! The plumes only come out of the case by the tip of the plume. NEVER pull a plume from the case from the end where the clip is located. This will strip the plumes of their feathers. Make sure the case is in the proper position prior to the students leaving the stands. The plumes are put in to the shakos as the students leave the stands to warm up for the half time show. Two rows of chaperones are needed to make this process go as quickly and smoothly as possible. Students should not handle the plumes. Hold the plume by the clip (avoid touching the feathers) and make sure the plumes go in to the shako tilted toward the back and that they clip securely in place. All band members except sousaphone players and pit crew will receive a plume.

After the half time show, the band members will line up prior to entering the stands. This is when the plumes are removed. Do not allow the students to remove their own plumes, some pull them by the feathers, damaging the plume. This process occurs very quickly and we will need all available chaperones to help. Gather the plumes very gently in your arms, and bring them over to the case. There will be only a couple of chaperones assigned to the case to ensure they are replaced properly. Please be patient and allow those assigned to the case to take their time. Be on the lookout for loose plumes! Count all plumes to make sure all are accounted for. Bring the storage box back to the uniform room after the game.

FIRST AID & MEDICAL FORMS

The first aid kit is the rolling red toolbox cart, and the medical forms are alphabetized in the binder located in the bottom drawer of the cart. They are kept together in the uniform room. One certified first aid person is required at each band event. The first aid chaperone, the first aid kit, and the medical forms should be with the band members at all times—in the Band Room, outside, on the field, in the stands, wherever the band goes (except when they're on the field performing!). Prior to dispensing any medications, check the medical form for parent approval. Write all treatments on the back of the band member's form located in the first aid notebook. Notify the health and safety chair (in writing, if possible) of any supplies that need to be replenished. A first aid kit master inventory list is located in the binder and should be checked monthly for replacements

Keep an eye on the band members! Be aware of any prior indications or notification of illness—flu, upset stomach, headache, female problems, dizziness, etc. If a band member looks sick, check on them. Notify one of the band directors immediately if a band member is unable to march. Attempt to notify parents if the band member is seriously ill or injured.

If a band member passes out on the field, try to move them from the field as soon as safely possible to avoid further injury. If a band member becomes so ill that they must be taken to the Band Room, contact their parents immediately. Should the band member require immediate medical help, contact the emergency medical technician on duty in the stadium or venue, and/or call 911, if necessary. Stay with the band member at all times.

If a band member must be taken to the hospital, follow this procedure:

1. Notify one of the band directors immediately.
2. Get the band member's medical form from the notebook.
3. Confer with the band member's parents if possible.
4. A chaperone will be assigned to accompany the ill band member to the hospital and stay there until the parents arrive.

PONCHOS

The ponchos are stored in a blue shoulder tote bag in the Uniform Room. Take them to the field if the weather is threatening. Ask one of the band director's if the ponchos should be taken, it should be their responsibility to make that decision. When directed by the band director, distribute the ponchos. Enlist other chaperones to help give them to band members, or give them to section leaders to give to their sections. Ponchos also are used to protect the woodwind instruments until they can get to their instrument cases.

Collect the ponchos when appropriate (in the stands, on the bus, etc.). *If they're dry,* re-fold them and put them in the container. *If they're wet or dirty,* enlist a few chaperones or other parents to take several of them home to wash, dry, and refold them. They

should be returned to the uniform room as soon as possible (we may need them again!). Make a list of parents who take ponchos home! High quality ponchos should be dried on a warm (NOT HOT) setting for about 10 minutes and folded immediately (they're easier to handle when they're still warm and pliable). Disposable ponchos may be disposed of at the director's discretion. The uniform chair will replace any disposed ponchos.

LAST CHECK

Check each band member carefully before they enter the field. Make sure each one (except sousaphones) has a plume and it is securely attached to the helmet; all except drum line should have gloves; no fingernail polish (remover is in the first aid kit); no jewelry (earrings especially); hair should be secured underneath the helmet.

WALKIE-TALKIES

The band director will determine whether walkie-talkies are used for any band function. They are usually given to one chaperone in each bus when the band travels, and they may be used during practices or other activities as the band director sees fit.

VISITING BAND

The parent assigned to the visiting band will meet them and direct them to the appropriate parking lot. Ask their director if they have any particular needs. Stay with them until you are sure they no longer need anything. Show them the location of the rest rooms, and tell them how to get to the press box. Show them the field entrance. Their warm-up area is to be determined. This is generally handled by the Band Booster Club President, but anyone may be asked to assist.

TYPICAL SCHEDULE FOR HOME FOOTBALL GAMES

Band members report to the Band Room wearing white band tee shirt, black shoes, black socks, and black band gloves, dressed out (except jacket and helmet) for warm-ups.

Before the Game

- | | |
|-----------|--|
| 5:30 p.m. | Band Room opens |
| 5:55 | Band members arrive at warm-up site dressed out (except jacket and helmet) |
| | <i>BAND MEMBERS ARRIVING LATE WILL HAVE CLEAN-UP DUTY AFTER THE GAME</i> |
| 6:00 | Unit warm-ups begin (led by captains); guard already in full uniform |
| 6:20 | Full band stand-still rehearsal |
| 6:40 | Final dress-out/bathroom break/prepare for entrance into stadium |
| 6:50 | Form full block in Band Room for full inspection by drum majors or section captains |
| 7:05 | March into stadium, captains leading sections to bleachers; await "At Ease" command by drum majors |
| 7:20 | National Anthem/Fight Song |
| 7:30 | KICK-OFF |

During the Game

- Band officers as selected by the director for each game go to greet the visiting band.
- Drum majors select and lead stand music.
- At the end of the first quarter, drums and guard leave the stands to warm up.
- When eight minutes remain in the second quarter, horns leave the stands and to go end zone for warm-up. *Chaperones hand out plumes at this time.*
- One minute before the half, band lines up in show order, then drum major moves band to back sideline as guest band moves onto the field.
- Drum majors move band onto field when visiting band finishes; wait for announcement, then begin the show.
- Chaperones remaining in the stand collect any empty water bottles and dispose of them
- Chaperones will keep the stands free from spectators while the band is performing. The main reason for this is to protect the bleacher rolls.
- Captains return units to bleachers, *picking up bottled water and handing in plumes as they go*; band remains standing to await drum majors' "At Ease".
- Guard goes to change clothes, then returns to bleachers for remainder of game.

After the Game

- Band activities immediately following the game will vary. Possibilities include immediate departure, post-game stand-still performance, or post-game marching performance. The decision will be made by one of the band directors and announced as far in advance as possible.
- After post-game activities, the band will form a column of twos to march back to the Band Room for final announcements and dismissal.
- Chaperones follow behind the band with all equipment back to the band room
- Band members return all instruments, uniforms, etc., to proper storage areas.
- Parents pick up band members in front of the flag pole.

AWAY GAMES

Chaperones should report at the designated time wearing their booster club shirt and name tag so band members can spot them easily. Two Chaperones per bus must travel with the band on the bus to and from the game. Other chaperones will meet the band upon arrival. Please indicate when signing up to chaperone an away game whether you would like to ride a bus or meet the band. Chaperones may not bring other family members, friends, or children on the bus. Passes will be distributed for the away games just like the home games. Come prepared to pay the admission price, please.

Chaperone assignments will be distributed at a short chaperone meeting prior to departure. With the exception of bus duties, chaperone assignments will be basically the same as for home games. Remember to be alert to the people and events around you; each school we visit will present different requirements so BE FLEXIBLE!

BUS DUTIES

Bus chaperones should arrive early to get the bus lists (with clipboards and signs) and instructions from the chaperone chair. Place bus signs where they will be easily seen. The band 1st lieutenant will check the roll for his/her bus before leaving Peachtree Ridge and again before leaving after the game. BE SURE EVERYONE IS ON BOARD, AND THAT EACH BAND MEMBER ANSWERS FOR HIM/HERSELF. Count heads to double check that the correct number of people are on board. Maintain order on the bus. Everyone must remain seated. Noise should not distract the driver (acceptable level varies with each driver). Bus must be clean and all windows up before band members leave the bus. One chaperone will sit in the back seat of the bus (part of the bus contract), and the other in the front near the driver. Once the students get off the bus, make sure no equipment, uniform pieces, or trash is left behind.

BUS DISCIPLINE

1. Band members will follow the instructions of the chaperones. At all times, there will be one chaperone in the back of the bus and one chaperone in the front of the bus.
2. Quartermasters will take attendance when band members enter their assigned bus.
3. On school buses, everyone will remain seated when the bus is in motion. On charter buses, the chaperones may use their judgment, provided the band members cooperate.
4. No food or drinks on the bus. ***Under no circumstances are band members to eat while in uniform.***
5. Instruments that do not go on the equipment truck should be kept on the floor whenever possible.
6. Gwinnett County Schools do not allow the use of any electronic devices during the bus ride (this includes cell phones, gameboy type devices, PDA's, etc). Some exceptions may be granted by the bus driver. Ask the driver for the policy before departure and inform the students. Some allow iPod's, for example. Cell phones are never acceptable. Any student needing to call to alert parents as to their arrival time must do this BEFORE the departure from any given site and not while en route.
7. No hands, heads, etc. out the windows.
8. Nothing is to be thrown inside the bus or out of the windows.
9. No yelling out the windows.
10. No instrument playing, drumstick tapping, screaming, or excessive noise will be tolerated. These are distracting to the driver.
11. Band members should leave the bus clean. Quartermasters and Chaperones are NOT maids. The name of any band member who does not cooperate with the chaperone should be given to the band director for action. The first offense is usually handled

by a change of seating or bus. If there is a situation that requires attention while en route, contact the band director on the walkie-talkie or have the bus driver contact bus #1. The band director will come to the bus and handle the situation.

AT THE GAME SITE

Band members are to remain seated when the bus stops. The head bus chaperone and the quartermasters will meet with the band director for unloading instructions, then return to their busses and give the instructions to the band members. Remember that the chaperones' first responsibility is the band members—stay with them in the practice area, in the bleachers, or on the field.

BREAKS

Under no circumstances should a band member eat while in uniform. Normally, we do not allow out-of-stands breaks for away games. *Band members are not to leave our band's area unescorted!* Bathroom breaks are usually done in groups with a chaperone. No band member is allowed to go alone.

AFTER THE GAME

As band members leave the bleachers, check the area to be sure they did not leave any personal or school belongings. Put trash in garbage cans.

When leaving some away games, it may be necessary to raise the bus windows to prevent having objects thrown into the bus. When in doubt, raise the windows until we leave the area.

Be sure the bus is clean before dismissing band members—remind them that you are not their maid! Check behind them for any forgotten belongings. The quartermaster has primary responsibility for this, but chaperones should follow up. Items found on the bus should be taken to the Band Room. Bus driver and one chaperone must sign the report sheet. The clipboard and bus signs should be returned to the Instrument Room along with the other equipment taken to the game. Report any problems to chaperone chair.

TYPICAL SCHEDULE FOR AWAY FOOTBALL GAMES

Band assembly times will vary with the football schedule, and will be announced during the Thursday night practice. Band members report to the Band Room wearing white band tee shirt, black shoes, black socks, and white band gloves, dressed out in everything but helmet and jacket.

Before the Game

- | | |
|-----------|---|
| 2:30 p.m. | All student equipment to be loaded on the truck should be placed in the middle of the Band Room |
| ??? | Band Room opens; truck arrives and loading begins |

???	Band members arrive; uniform inspection
???	Depart for away game
6:45	Captains lead unit warm-ups
7:00	Full band stand-still rehearsal
7:10	March into stadium, captains lead sections to bleachers, await "At Ease" command by drum majors
7:30	KICK-OFF

During the Game

Procedures are the similar to Home Games. Remember to be alert and FLEXIBLE!

After the Game

Procedures are similar to Home Games, with obvious changes to accommodate travel back to Peachtree Ridge. Band members will gather immediately in the Band Room for final announcements and dismissal.

BAND TRIPS

Specific procedures for band trips will vary from one event to the next, but the basics will remain the same—our primary duty is to stay as close to the band members as possible so we can assist them when necessary. Once you are familiar with the information in this handbook and have had some practical experience with band practices and football games, you will have a good idea of what needs to be done on a band trip. The biggest difference will probably be that you'll need a great deal more energy, patience, compassion, adrenaline, and backbone for a trip with all those teenagers!

**PEACHTREE RIDGE BAND BOOSTERS ASSOCIATION Inc,
CHAPERONE CODE OF CONDUCT**

Abide by the guidelines as presented in the Roaring Lions Chaperone Handbook

Be familiar with and understand the student code of conduct as stated in the *GCPS Discipline Handbook*.

Abide by supplemental rules and guidelines pertaining to Roaring Lions Band events as published by the Director of Bands and/or PRBBA.

All disciplinary actions are to be referred to and handled by a GCPS faculty or staff member.

There will be no inappropriate physical contact with a student.

There will be no use of tobacco, alcohol, or inappropriate language where students are, will be, or can be present.

Keep confidential any information about a student's health/medical information, family status or other information shared by the student. If I have a question about information shared by the student, I will privately consult the Director of Bands.

Compliance with this Code of Conduct is mandatory in order to serve as a Roaring Lions Band chaperone.

2007-2008 Chaperone Training Form

Parent's Name _____ Phone (h) _____

Phone (w) _____

Cell _____

Email _____

Student's Name _____ Instrument _____

(If you have a preferred or best email or phone number please * it. Thanks:)

____ I have completed Roaring Lion's Chaperone training and have received and reviewed the Handbook.

____ I fully understand my roles and responsibilities as a chaperone and I agree to abide by the guidelines presented.

____ I understand that compliance with the PRBBA Chaperone Code of Conduct is mandatory in order to serve as a Roaring Lions band chaperone.

Signature _____

Date _____

Are you First Aide Certified? Y N

Would you be willing to attend a First Aide training class? Y N

Are you a medical professional? Y N Please specify _____

Are you a Gwinnett County School Employee (free game admittance) Y N

Do or will you be purchasing a Touchdown Club Membership or an Game Sport Pass? Y N