

# CHAPERONE INFORMATION

You must have clearances as per new District wide policy (see below).

**\*\*\*\*\*IF YOU DO NOT HAVE CLEARANCES ON FILE WITH THE TJ BAND PATRONS, YOU MAY NOT CHAPERONE\*\*\*\*\***

## CLEARANCE POLICY REQUIRED FOR VOLUNTEERS

The WJHSD adopted Policy 124 re: clearances for volunteers at the Feb. 26th, 2008 School Board meeting.

To download the clearance forms, please use this web site:

<http://www.dpw.state.pa.us/PartnersProviders/ChildWelfare/003671038.htm>

You may also do the Criminal Background Check Online, with a credit card @ <http://www.psp.state.pa.us/>

Then choose "criminal history request online.

The Child Abuse Clearance must be done through the mail, after you have received the Criminal Record Clearance.

**If you currently have clearances and wish to know if they are sufficient to volunteer, you must contact the Human Resources Director in the Administration Building. This is a district wide policy, not the TJBPA.**

You are to keep the original copies of the clearances. Copies will need to be provided to the WJHSD Administration Building, TJHS Principal's office, & TJBPA. On the copies for the TJBPA, please black out your social security number. Thank you for complying with this new policy.

If you are interested in chaperoning, please contact Patty Detwiler @ [patricia\\_detwiler@yahoo.com](mailto:patricia_detwiler@yahoo.com)

**Thomas Jefferson High School  
Marching Band**

**Chaperone Guidelines**



Thank you for expressing an interest in being a chaperone volunteer for the Thomas Jefferson Marching Band. The support and assistance of parent chaperones is necessary to the success of The Thomas Jefferson High School Marching Band's various activities. While our most important duty is to ensure that our kids are safe, there are additional responsibilities that must be fulfilled in order for the game or event to be a total success.

A chaperone is to make sure that the rules of the school district and the marching band are enforced. You are to command the same respect as a teacher but will not have the authority to discipline a student as that is the responsibility of the music director or his staff.

This handbook is a good source of useful information that will help you make an informed decision regarding being a chaperone. If you are uncomfortable being in an assertive position with the students, perhaps another method of volunteering might better suit you.

Please don't hesitate to contact any of the band officers should you have any questions or require clarification.

### **CLEARANCES**

All chaperones must submit Act 33/34 & 151 clearance copies for approval to the following. This is a district requirement for all volunteers who work with students. Links to the forms can be found on the band website at [www.tjband.com](http://www.tjband.com) or the district website at [www.wjhsd.net](http://www.wjhsd.net). Retain your original documents. Copies must be provided to:

- West Jefferson Hills School District Administration Building
- TJHS Principal's Office
- Mr. James Mirabella – Band Director

- TJ Band Patrons, President

### **REPRESENTATION**

- Be aware that chaperones are part of the band. Your actions reflect upon the band as well as the school district.
- Every staff member of the TJ Band has been selected due to the skills and qualities he or she possesses as well as the benefit he or she can bring to the band program. They should be considered an extension of the directors. They are to be treated with the highest level of courtesy and respect.
- Chaperones are also extensions of the authority of the directors. Without the dedication of our chaperones and other adults that assist with the band, we could neither travel nor perform in the way we have grown accustomed. These people work hard, and the only payment they receive is our appreciation. Be respectful, polite, cooperative, and remember that the words “*Thank You*” cost you nothing but are highly valued by the recipient.

### **WHO IS IN CHARGE?**

- The ultimate decisions for the band are to be made by the Band Director.
- All discipline is to be handled by the Band Director and/or the Assistant Band Directors.
- If you have a problem with a student or situation, take the issue to your Chaperone Chairperson. If it cannot be resolved, the Chairperson will take it to the Band Director.

## **HOME FOOTBALL GAMES**

- Please arrive in the band room one half hour (30 minutes) before ‘call time’ as posted on the TJ Band website or announced by the Band Director and sign in with the Chaperone Chairperson who will be in the general area of the Band Director’s office.
- Receive any special instructions. (For example, you may be asked to carry a few letterman jackets into the stadium.)
- March beside the band and enter the stadium at the same entrance.
- During the opening performance, an extremely large American flag is usually in use. Be prepared to accept the flag from the color guard, majorettes, and cheerleaders. The flag is to be walked up to the gym where it is folded and stored properly. Expect to miss only a very small part of the first quarter, as this process has been perfected.
- Control traffic when the band is marching to/from the stadium and to/from the field. Because our band is so large, some people will get impatient and try to cut through the line. In a nice way, ask people to wait until the band passes.
- First priority for seating in the band section goes to band members. It’s not a section where friends/family of band members can join them for the entire game.
- Once on the field, remain in the band area. Students are not permitted to leave the band area for any reason, including visits to family and friends, unless deemed by the Band Director.
- While the band is on the field performing, A few chaperones should stay in the band seating area. This will prevent items from disappearing.

- If you see someone you do not recognize, don't hesitate to ask who he or she is and why he or she is there.
- Towards the end of the second quarter, plumes are to be distributed to the instrumentalists. Only a few chaperones are needed for this.
- Please show support to away bands during their performances. This simple gesture reflects the high quality of people associated with the TJ Marching Band.
- Enjoy the performance of our band!
- As the band returns to the stands, a few chaperones will be asked to collect plumes.
- After half time, you may be asked to accompany a small group of students to the restrooms. Please do not take a group until you have been given notification to leave. **Only one group of instrumentalists, one group of color guard, and one group of majorettes can leave at a time.** This is because the band is required to perform throughout the entire course of each game. Subsequently, entire sections cannot leave at one time. Therefore, students will be selected from multiple sections.
- Escort band members *of the same gender* to the bathrooms when asked. In the event a band member of the opposite gender asks you to escort them to the bathroom, find a chaperone of the same gender to go with you.
- During the third quarter, if you are not asked to accompany students to the restrooms, you will be asked to help distribute drinks and snacks.
- Student band managers will be asked to collect trash. However, this task may be asked of you as well.

- At the conclusion of the game, please allow the band to leave the stadium first. Quickly check the stands to make sure there is no trash left behind and follow the band back to the front of the school.
- At this point, you may leave for the evening knowing your assistance was greatly appreciated.

### **AWAY FOOTBALL GAMES AND AWAY EVENTS**

- It is imperative that you arrive in the band room at least one half hour (30 minutes) before ‘call time’ as posted on the TJ Band website or announced by the Band Director and sign in with the Chaperone Chairperson who will be in the general area of the Band Director’s office.
- Pick up binders, chaperone badges and any other pertinent information from the Chaperone Chairperson.
- Receive any special instructions. (For example, you may be asked to carry a few letterman jackets into the stadium.)
- Offer help where needed in loading the band trailer with needed equipment, plumes, seat covers, water, snacks, etc. Make sure there are enough cups/coolers/garbage bags/etc. from the storage room loaded on the trailer.
- Report to your designated bus. Within your binder are the names of students assigned to your particular bus. Take roll before the bus leaves. The Band Director will stop at your bus to make sure everyone is onboard. Once on the bus, do not allow students to leave for any reason without the Band Director’s approval.

- Remind students that they should have their entire uniforms and instruments either with them or on the trailer. Ask them to double check for required items.
- Upon arrival at each destination, students are not permitted to leave the bus until notified by the Band Director and/or Assistant Band Director.
- Exiting and entering the bus is always done through the front door.
- Once everyone is off the bus, walk through the bus and check for any forgotten items (full uniforms, hats, gloves, instruments if not onboard the trailer).
- Walk with the band as they move from the buses to the stadium. This helps provide security, control, and provides you with entry into the game or event.
- Before each football game, chaperones are needed to help put the bench covers over the bleachers in the band section. After the game, when the band has vacating the bleachers, chaperones should help remove and fold the bench protectors, putting them in the boxes provided.
- Depending upon the distance traveled, band members may be escorted to the restrooms. Please do not make this decision on your own, as the Band Director or the Chaperone Chairperson will notify you. In the event a restroom break is available, you will be advised to accompany a small group of students to and from the band area.
- Escort band members *of the same gender* to the bathrooms when asked. In the event a band member of the opposite gender asks you to escort them to the bathroom, find a chaperone of the same gender to go with you.
- The biggest job for the chaperones is to keep non-band members, students and adults alike, from walking through the band section of the bleachers. This

requires spreading out up the bleachers at the border between the band and student sections.

- Control traffic when the band is marching to/from the stadium and to/from the field. Because our band is so large, some people will get impatient and try to cut through the line. In a nice way, ask people to wait until the band passes.
- First priority for seating in the band section goes to band members. It's not a section where friends/family of band members can join them for the entire game.
- Once on the field, remain in the band area. Students are not permitted to leave the band area for any reason, including visits to family and friends, unless deemed by the Band Director.
- While the band is on the field performing, A few chaperones should stay in the band seating area. This will prevent items from disappearing.
- If you see someone you do not recognize, don't hesitate to ask who he or she is and why he or she is there.
- At the conclusion of the game or event, please allow the band to leave the stadium first. Quickly check the stands to make sure there is no trash left behind and follow the band back to the front of the school.
- Return your binder with chaperone badges to the Chaperone Chairperson.
- At this point, you may leave for the evening knowing your assistance was greatly appreciated.

### **FOOTBALL GAMES ONLY**

- Towards the end of the second quarter, plumes are to be distributed to the instrumentalists. Only a few chaperones are needed for this.
- Enjoy the performance of our band!
- Please show support to away bands during their performances. This simple gesture reflects the high quality of people associated with the TJ Marching Band.
- As the band returns to the stands, a few chaperones will be asked to collect plumes.
- After half time, you may be asked to accompany a small group of students to the restrooms. Please do not take a group until you have been given notification to leave. **Only one group of instrumentalists, one group of color guard, and one group of majorettes can leave at a time.** This is because the band is required to perform throughout the entire course of each game. Subsequently, entire sections cannot leave at one time. Therefore, students will be selected from multiple sections.
- During the third quarter, if you are not asked to accompany students to the restrooms, you will be asked to help distribute drinks and snacks.
- Student band managers will be asked to collect trash. However, this task may be asked of you as well.

### **EVENTS ONLY**

- You will be given instructions on where to sit. Band members are not permitted to leave for any reason unless deemed an emergency by the Band Director.

- Most other events are band festivals. While other bands are performing, please show your support. All bands work hard and deserve support and encouragement. By doing so, you reinforce the quality of people who represent the TJ Marching Band.
- Accompany a small number of students to the restroom only when given notification.
- If drinks and snacks are provided, you may be asked to help distribute them to the students.
- Student band managers will be asked to collect trash. However, this task may be asked of you as well. The Thomas Jefferson March Band has a reputation for leaving their areas neat and clean of trash. Please help us maintain this reputation.

## **STUDENTS BEING PICKED UP AFTER THE GAME OR EVENT**

- Students must turn in a bus transportation release form to Mr. Mirabella at least 24 hours prior to the game/event if he or she is being picked up at the game/event site.
- After the game/event is over the chaperone needs to be at the door of the bus to check off students being picked up.
- Parents or Guardians must sign out the band member in person. Never let the band member walk off alone.
- If there is no note, the student must ride home on the bus.

## **BUS GUIDELINES**

- The Bus Driver is in charge of the bus.
- We try to have 2 chaperones on each bus.
- No shouting or screaming on the bus – this can distract the driver.
- No PDA, “Public Displays of Affection” – yes, they can sit together, but if you feel it’s inappropriate, do not hesitate to talk to them.
- No food or drink on the bus unless permitted by the Band Director.
- Depending upon bus assignments, students of the same gender will change clothing at the same time while the students of the opposite gender wait outside.
- Please don’t allow students to stand on bus seats or sit on the back of the seats during the changing period.
- Students are not permitted to strip down to underwear or skin.
- Stereos/CD players/DVD players/etc. must have personal headphones.
- No movies on the buses unless approved by the Band Director.
- Uniforms should be in garment bags and hung on the windows.

## **BUS SAFETY**

- Students need to remain seated while the bus is moving.
- No standing or sitting on the seat backs.
- Nothing outside the bus windows at any time.
- Aisles must be clear to allow for emergency exit.
- Only two per school bus bench seat.

## **GENERAL GUIDELINES:**

- No PDA ... “Public Display of Affection” – sitting together is fine, but no public displays of affection.
- If you see inappropriate behavior, remind the band member of his or her responsibility to behave properly (a request for cooperation generally works better than a demand).
- If inappropriate behavior continues, take the issue to your chaperone chairperson, who will take it to the appropriate band staff member.
- Remember that responsibility for discipline belongs to the TJ Band Staff.
- Never allow a band member to leave the group unescorted.
- Do not allow, encourage, or ignore exceptions to rules.
- Do not consume alcohol while you are serving as a chaperone.
- Do not use tobacco products in front of band members.
- Treat your own child the same way you treat the other band members.
- Let other chaperones supervise your child.
- If a student becomes ill enough (in the opinion of a Chaperone) to warrant calling his or her parents, inform the Band Director of the situation, and he will be responsible for contacting and discussing the problem with the parents.
- If a girl needs a personal hygiene product, please see the chairperson, she will have some available.
- One person will be assigned our First Aid Kit. If a student needs medical attention, see the chairperson or the person that was assigned for that particular date or event.

### **CHAPERONE DO'S:**

- Give POSITIVE support to the group especially after a performance.
- Provide CONSTRUCTIVE comments and be FAIR with the students you are to Chaperone.
- Show your students TRUST by giving them some freedom where possible.
- Become GENUINELY interested in your students as you get to know them on a personal level.
- PROVIDE an outlet for individual students to talk over problems with you.
- Have a good time and ENJOY yourself, but remember that your first responsibility is always to the group.
- Show a good EXAMPLE at all times. Remember that students will mirror what they see from adults.
- Help dispel RUMORS by investigating and not repeating the many rumors that seem to always start.
- Be CONSISTENT with the rules and regulations of the group.
- SUPPORT and ENCOURAGE your Director. He is a dedicated individual who has worked hard to make the trip possible for the students.

## **CHAPERONE DON'TS:**

- Do not complain in front of the students.
- Do not denigrate other bands. They have worked just as hard as we have and deserve our respect.
- Although his or her concern is helping all students, a chaperone's primary concern is to those directly under him or her.
- Don't hesitate to volunteer your services when needed.
- Do not grant "special" favors to the students who are under your direct supervision.
- Do not criticize the Director or change policies that he has set forth.
- Don't pamper students. They want to be treated like adults.
- Segregate yourself from your own son or daughter unless he or she asks for your assistance.
- Do not drink, use improper language or engage in any other negative behavior when students are present.
- Do not give information to students if you are not sure it is correct.
- Do not eat or drink in the stands when the students cannot.
- Do not yell at the students.
- Do not threaten students in any way.
- If you don't know the answer to a question, ask the Director.
- Do not call other parents and talk about students other than your own children.
- Do not call any other adult to discuss any student other than your own.