



# The ES-M Spartan Marching Band & Winter Guard Booster Organization

On the web at [www.esmmarchingband.org](http://www.esmmarchingband.org)

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ESM Central High School • 6400 Fremont Road • East Syracuse, NY 13057

## CHAPERONE GUIDELINES

Thank you for volunteering your time as a chaperone for the East Syracuse Minoa Spartan Marching Band. Ultimately we are first and foremost concerned with the well-being and safety of our students. This is why these chaperone guidelines are in place. If after reviewing the guidelines you have any further questions, please see the Band Director.

The following is advice that will help with all chaperoning situations:

- Teenagers don't always think clearly and responsibly – help them
- Don't ignore inappropriate behavior (be aware of couples)
- Try not to compound a situation by over reacting
- Respect students and their privacy, but enforce all rules
- You are every student's parent while chaperoning
- Rules and schedule may need to be adjusted – BE FLEXIBLE
- If you are unsure of how to handle a situation – ASK

### PRIMARY ROLE OF A CHAPERONE

1. Chaperones are on call 24 hours a day during a trip.
2. Remember that all school and band rules are in effect for the duration of the trip. Chaperones are to enforce all rules. It is not the job of the chaperones to administer discipline. They may remind the students of the appropriate behavior guidelines then report to the band director. The band director and/or school administration will administer the appropriate discipline for the situation.
3. We will do our best to follow the itinerary. Please be flexible if the itinerary should change.
4. Ensure the students' timely arrival to where they need to be.
5. Make sure students have everything they need for the day and the performance (ie proper attire, music, instrument, money) as we frequently do not return to the hotel until our day is done.
6. Ensure the safety and welfare of students when not in direct control of the band staff. It is virtually impossible to anticipate every scenario. Therefore each chaperone must be vigilant and quickly address any dysfunctional situations.
7. Provide leadership to the students. By example, chaperones set the tone for student behavior. A wide range of issues must be dealt with from ordinary routines, to teenage angst, to potential disasters, to actual calamities.

8. Chaperones must deal with every situation calmly and with confidence. Students view chaperones as role models and tend to react proportionately to their actions.
9. Chaperones are expected to adhere to and enforce the East Syracuse Minoa Student Code of Conduct which includes the use of language, alcohol, and drugs.

## **CHAPERONE BASICS**

### **TIMELINESS**

On time is **CRUCIAL**. Always arrive ON TIME and PREPARED for the event.

### **COMMUNICATION**

Cell phones will be used as the primary means of communication.

A contact list with each chaperone's name and cell phone number will be distributed.

### **CHAPERONE CONDUCT**

1. Chaperones will not have physical contact with any student except when rendering first aid.
2. Attitude:
  - a. Make constructive comments and trust students to rise to your expectations.
  - b. Keep a positive attitude towards the trip, the director, the students, and most of all, each other.
  - c. Treat all students as capable young men and women. Do not favor or crowd your own son/daughter.
3. Language:
  - a. Inappropriate language, derogatory comments, or offensive language will NOT be tolerated from students, staff, chaperones, or bus drivers.
4. Smoking/Alcohol/Drugs:
  - a. Chaperones may not smoke (or use any tobacco products) in the presence of students.
  - b. Chaperones may smoke out of view of the students and if there is no objection from any other event participant that must necessarily be in your presence.
  - c. Chaperones may not consume alcohol beverages. It is strictly forbidden during the event.
  - d. Illegal use of drugs will not be tolerated by any chaperone at any time.
  - e. Chaperones may not arrive at the event under the influence of alcohol or any illegal drugs.

## **STUDENT CONDUCT**

1. School rules are in effect at all times especially with regard to smoking, drinking and drugs.
2. Because our community is diverse, it is essential for each chaperone to consider reasonable student conduct from a global perspective rather than through the lens of their own personal parenting style.
3. Expect the students to act like responsible young men and women.
4. Expect band members to set a good example for their peers.
5. Expect band members to behave in a manner that will reflect positively on their band, school, and community.
6. Hazing and harassment of students by other students will not be tolerated. Students must NOT be forced to participate in any activity against their will.

### **Coping with Misconduct**

If you notice a minor infraction:

- Approach the student in a non-offensive manner
- Speak to the student directly and respectfully
- Recommend a more appropriate behavior
- Avoid yelling or making empty threats
- Do not embarrass or shame the student in front of others
- Use your best judgment but after one or two warnings without success, report the student to the band director.
- If a minor infraction escalates to a major infraction, contact the band director.
- If necessary, refer the student to the band director.
- Continue to respect the student's privacy after the resolution. These incidents should not be a topic of discussion with students and parents in the future.

### **Examples of Minor Infractions:**

- Tardiness
- Improper care of instrument, uniform, or music
- Missing uniform items or lost instruments
- Rude and/or inappropriate language and/or behavior
- Irresponsibility or failure to follow the directions of the chaperone in a reasonable amount of time

- Profanity: The use of profanity is prohibited by the ESM Student Conduct Policy and should NOT be tolerated under any circumstance.
- Display of affection: Hand-holding is the ONLY public display of affection allowed.

**Examples of Major Infractions:**

- Insubordination
- Safety violations
- Inappropriate clothing - See ESMHS & PGMS Handbooks for specifics
- Property damage; theft
- Disregard for the privacy or property of others
- Violent or aggressive behavior (including verbally abusive behavior)
- Sexual harassment or sexting
- Leaving the assigned hotel room between “All in Rooms” and “Breakfast”
- Entering the hotel room, restroom, or dressing room of the opposite sex
- Intimate physical contact (physical contact should be restricted to hand holding)
- Substance abuse (including use of alcohol, tobacco, and unauthorized medications)
- Unauthorized departure from location
- Behavior causing embarrassment to the group, the school, chaperones, etc.

**BUS GUIDELINES**

1. Chaperones will be assigned to ride each bus or ride in equipment trucks.
2. When traveling on the bus, the chaperones need to be seated throughout the bus to assure that all areas of the bus can be seen.
3. Chaperones will not share bus seats with students
4. Chaperones (and not bus drivers) are responsible for monitoring and managing student behavior.
5. If the bus driver alerts you to distracting behavior, resolve the issue immediately.
6. A chaperones will remain on the bus whenever students are on board.

**Attendance**

1. Use the roster provided to mark the name of each student that boards the bus.
2. Tally the head count
3. Ensure all students are accounted for before reporting “bus ready” to the bus driver.

4. Students MUST ride the same bus on which they boarded at the beginning of the trip.

### **Bus Behavior**

1. Normal conversation is appropriate; shout or screaming is not
2. Singing may be permitted on occasion. Check with the bus driver to be sure it is not a distraction.
3. Hold students accountable for their actions.
4. Students should respect the property and personal space of other passengers.
5. Electronics: Students may listen to portable players with headphones only.

### **Disembarking the Bus**

1. Wait for instructions from the band director or staff member.
2. Relay and enforce any instructions to the students.
3. Do not allow any student off the bus until directed to do so.
4. Instruct students to collect and store trash properly.
5. Every bus must be left clean. All trash is to be cleared by the students and/or chaperones.
6. Instruct students to collect belongings (or leave on the bus as instructed).

## **EMERGENCIES**

Band activities are not inherently risky ventures, and it is uncommon for serious incidents to occur. However, chaperones should be prepared for the possibility. Tips for reacting to an emergency:

- Remain alert and calm in assessing the situation
- Alert the band director immediately
- Call authorities in case of life-threatening, extreme emergency
- Remain with stressed student(s), offering continuing support, checking for injury
- Be part of the resolution, not part of the crisis
- Stay in communication with the staff and chaperones as needed to determine a productive course of action

### **Sick or Injured Students:**

1. Chaperones may dispense Band-Aids, sunscreen, feminine needs, etc. and other non-medication assistance as requested using their best judgment. Consider how you would treat the complaint if it were your own child. If possible, consider the treatment this particular student's parent might prefer.

2. If one of your students gets sick or injured you may be asked to stay with him/her.
3. Report all sick or injured students to the band director.
4. If you are uncertain about a minor situation, consult with the band director and/or any medical services that may be available at the venue.
5. If the sickness or injury warrants immediate but not critical medical care, contact the band director and/or any medical services that may be available at the venue.
6. If the sickness or injury is life threatening, direct another chaperone to call 911 and the band director while you attend to the student.

## **AT THE HOTEL**

1. Remember we are guests of the hotel. Please make sure your students behave properly.
2. Upon Check-In, go to each room assigned to you
  - a. Remind students that they are responsible for any damage to hotel property and lost room keys
  - b. Verify that the room is in good condition upon arrival
  - c. Verify that each student in the room has your cell phone number and hotel room number
  - d. Review the next scheduled time for which students must prepare
3. "In Your Room" and "Lights Out" times will be set by the band director.
4. Student Co-Ed Visitation is allowed provided the door is propped open. If the hotel decides propped doors are not permissible students will be encouraged to gather in open common areas.
5. Students may not leave their assigned hotel room between "Lights Out" and "Breakfast".
6. Upon Check-Out go to each room assigned to you and:
  - a. Verify that the room was left in good condition upon departure
  - b. Check drawers, closets and bathroom for any items left behind
  - c. Alert the band director if you notice any damage
8. Chaperones will be assigned to 2-hour overnight shifts as a result of random draw at a pre-trip chaperone meeting.
9. Chaperones will see to it that their assigned room(s) are quiet at Lights Out before retiring to their own rooms
10. Property of the hotel is not to be removed by students or chaperones (ie towels, pillows, etc.)

## **CHECKING IN**

In the event that a group of students or a single student does not check in or return at the agreed upon location on time:

- Call the student(s) IMMEDIATELY
- If you get no response, question the students who agreed to travel with the student(s)

- If you cannot locate the student, contact the band director IMMEDIATELY

ANYONE (student or chaperone) deemed guilty of grossly inappropriate behavior will be dealt with by the Band Director and will be sent home at his/her own expense.