

Chaperone Handbook

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Introduction

GENERAL

There are several possible performance "seasons" for the band at Jenks Public Schools; Marching band, Winter Guard, Indoor Percussion, and Concert bands. Marching season is the first season each new school year and serves as the standard for all chaperone support needs for the other performance venues.

All chaperones should wear a Jenks Band Parent Name Tag and band apparel at all activities for band directors, transportation providers, students and event authorities to recognize as a point of contact caring for the safety and support of Jenks Band students. Chaperones will direct all questions and concerns to a Jenks Band Parent Board ("Board") Officer so as not to disrupt and enable the band directors' development and constructive feedback of the student's performance talents. Decisions regarding questions and concerns will be communicated through a Board Officer or a band director as necessary and will be considered final. Timeliness of response will vary based on the situation.

Communication will be provided through the Jenks Band Website, www.jenksband.com, e-mail communication, and newsletters from the band directors, staff and board officers. All parents and specifically chaperones should refer to and have access to these communication vehicles in order to best serve the needs of the band.

Experienced chaperones will be partnered with inexperienced chaperones during marching season to grow the pool of volunteers each year. Experienced chaperones are required for overnight trips involving performance contests and will be selected through volunteer interest and approved by the Coordinator of Band Programs prior to a trip event.

The Jenks High School Band Program is part of the school curriculum and is also a competition activity. Stress, fatigue and anxiety are inherent to the high performance standards for the directors, staff, and students. The Jenks High School Band Parents ("Band Parents Organization") will do its best to assist with relief associated with these symptoms through encouragement, patience, flexibility and positive attitudes in all situations. If any band parent feels they cannot demonstrate these guiding principles at all times, then the role of a chaperone is not the right fit for you.

Jenks Public School Volunteer Program

CHAPERONE REQUIREMENTS

- 1. ALL prospective chaperones must complete and sign the JPS Volunteer Confidentiality Training and Contract found online at https://jenksband.com/parent-resources/volunteer-information
- 2. A criminal background record check will be performed for any volunteer who will be the sole supervisory adult for students.
- 3. All chaperones are required to check in through the School Safe IDe system. A valid driver's license or ID is required for this process. The School Safe ID is in the main office of HS building 6 (or any Jenks campus main office). Retain the printed name tag and submit to the JBP Chaperone Coordinator. (Note: School Safe ID is only available during school hours.
- 4. Chaperones will be required to read the Jenks Band Chaperone Handbook. Sign and return the last page to the JBP Chaperone Coordinator.

5. JPS and JBP maintain the option to perform random background checks on any volunteer currently working in the school system.

Band Performance Seasons

MARCHING SEASON - LATE JULY THROUGH EARLY NOVEMBER

Marching season is one of the most time consuming, hectic and rewarding seasons for the directors, staff, students and Band Parents Organization. Pre-marching season commences in late July with 2-a-day rehearsals. As with other sports activities, conditioning, stamina and practice is critical to the success of the program. The Band Parents Organization begins in the same manner with volunteer solicitation, fee payments and fundraising activities. It is during the pre-marching season that band parents interested in becoming a chaperone submit their name to the Board. Chaperones are selected and assigned to the Chaperone Coordinator for scheduling of performances at home and away football games, marching invitationals, Bands of America (BOA) performance competitions, Oklahoma Secondary School Activities Association (OSSAA) performance ratings and Oklahoma Bandmasters Association (OBA) performance competitions. Chaperones scheduled for away football games will be on a rotating basis. The number of events a chaperone can attend is a minimum of 2. This is a requirement to allow the pool of chaperones the ability to serve the band and get to know each other, the students, the band directors and quard instructors.

Select board officers attend performances, but may not always function in a chaperone role due to administrative needs and coordination needs for the directors. Chaperones not scheduled for away performances are not allowed to ride along. Buses are reserved based on the total number of performing students, band directors and working chaperones to control costs.

Chaperones are engaged in loading and unloading requirements from the band parent's storage room to the home stadium, trip buses, Trojan Pride band equipment trailer and meals. During marching season at football games and contests, chaperones are expected to assist with refreshment and snack distribution, trash bags, transporting band medical kit, etc.

Chaperones work in tandem and separately to care for the needs of the students and directors. Chaperones are responsible for sitting strategically with the band in the stadium and on buses to care for the safety and needs of the students, as well as, head count and roll calls. Safety of the students extends to anytime they exit the buses during trips to stop for breaks or meals. Chaperones must be stationed in positions to see students crossing traffic, or parking lots, and not walking near parked vehicles if possible.

WINTERGUARD SEASON - DECEMBER THROUGH APRIL

Winter Guard season consists of 2-4 contests February through early April. These contests are usually within Oklahoma. Chaperones may or may not be required. If chaperones are required, the guard staff and the Coordinator of Band Programs will request them. Guard flags, rifles, sabers, floor (or tarp) and other theme-based décor will be utilized during the Winter Guard season. Chaperones will be required to help move these items at the direction of guard staff. Chaperones must ride the bus with the Winter Guard and guard staff. Other riders (non-chaperones) i.e. parents or siblings may be allowed to ride the guard bus to long distance contests at the discretion of the guard staff and the Coordinator of Band Programs.

CONCERT SEASON - DECEMBER THROUGH APRIL

Concert season consists of the Wind Symphony, Symphonic Band and Concert Band. There are several all state auditions and performance venues that may have travel and chaperone needs for North Central Directors Association (NCDA) and Oklahoma Music Educators Association (OMEA) and a spring trip performance contest in mid to late April that requires chaperone support. If a spring trip occurs, please follow the <u>trip performance</u> guidelines for buses, hotel and recreational activities found in the trip performance section of this handbook. Concert season does not include the use of the Trojan Pride band equipment trailer. The chartered buses carry student instruments in the under cabin storage compartment along with student and chaperone luggage.

Home Performances

Home football games require the least amount of time and energy for the chaperone. There are no chaperone head count expectations or trailer unloading and loading. Some chaperones will have responsibilities for the medical kit and refreshment procurement and placement in the stands. This is the same for away games and will be further described in the trip performance section of this handbook.

The Parents Organization storage room aka the parent closet is located in the main band room, immediately to the left and under the stairway. Tables, water coolers, medical kit, ice chests, yellow carts and disposable supplies are stored there. At home games the medical kit, water cooler, cups and other refreshments are transported to the stadium for staging in the band section. Select chaperones or volunteers arrive at 6:30 to set up the band area while the band warms up. Once set up, chaperones sit around the perimeter of the band during the game to care for the student's needs and safety. Occasionally, seating is very limited and crowd redirection to other parts of the stadium is needed.

Chaperones will, at any time Drum Majors are on ladders directing, halt all foot traffic! No students or parents should be allowed to pass during this time. When Drum Majors cease directing and descend ladder, foot traffic can resume. If needed, simply explain to persons being stopped that it is for student safety.

Chaperones are responsible for distribution of plumes and gauntlets to the band students during marching season when they are needed. Chaperones should create a staging area to hand out to students as they leave for warm up and/or performances.. Depending on student resources, chaperones or other volunteers may assist with drum major podiums and equipment needs on the field. Additional information on this activity is covered in the <u>Supply and Equipment for Marching Performance</u> section.

Plumes and gauntlets should be collected from students as they return from their performance and placed in the storage units, unless otherwise communicated by a director or lead chaperone. **Special Note:** Band Ponchos will be distributed in case of inclement weather. Lead chaperone(s) will provide distribution and collection instructions as needed. If ponchos are used, chaperones will instruct students to lay ponchos out to dry over their chair in the band room upon return to the campus.

REFRESHMENT DISTRIBUTION AND COLLECTION

Water supplies, fruit, snacks and trash bags are staged in the seating area of the stadium during pregame set up. Chaperones will tie trash bags and place a sleeve of cups to each water cooler.

Water is provided to the band students throughout every performance event. Fruit and snacks are provided during the 3rd quarter of football games. Bananas, apples and grapes have been approved by the head director. Other refreshment items require pre-approval by the head band director.

Special Note: At the end of the game, chaperones and other volunteers will instruct students to place their trash in the provided trash bags and collect any remaining items for disposal. All supplies will be returned to the band storage room or trailer in the case of away games. In some instances, drum majors may need assistance transporting stadium podiums and megaphones at performances. A select group of chaperones should always be the last to leave the band seating area.

Trip Performances

PRE - DEPARTURE MEETINGS AT THE JENKS HIGH SCHOOL CAMPUS

Chaperones will attend mandatory pre-departure meetings hosted by the trip coordinator and/or chaperone coordinator for all performance trips. These meetings include distribution of bus seating assignments, trip itineraries as applicable, review of chaperone expectations, contact information and general questions and answers. Every effort is made to ensure each trip is planned accordingly, but as with any travel plan, chaperones are expected to be flexible and remain positive in unforeseen circumstances.

ARRIVAL TO LOCATION

Upon arrival at the location for a performance, all chaperones and students remain on the bus until instruction is provided by the lead chaperone or director about location of the warm up area or in some cases, partake in the evening meal arrangements before warm up. In this situation one group of chaperones remain on their assigned bus until all students have departed the bus. These chaperones ensure all band students, instruments and trash are off the bus. The other group of chaperones exits the bus immediately to assist with semi-trailer unloading requirements.

At away football games, the Trojan Pride band sometimes performs during pre-game activities and in these cases, time management is critical. The chaperones will follow the lead chaperone(s) direction to care for pre-game performance needs. Lead chaperone(s) coordinate the chaperones to assist the pre-game meal coordinator with food distribution to the students and trailer unloading needs with the band director and drum majors.

PRE-PERFORMANCE MEALS

The food crew will coordinate with trip coordinator and chaperone committee members to explain what chaperones will need to do to assist the food crew with meals.

SEMI-TRAILER - AWAY GAME AND MARCHING CONTESTS

Upon arrival at the performance location, the chaperones assigned to unloading the trailer should proceed with these tasks as soon as staging directions at the facility are confirmed. Semi #1 is for instrument storage and Semi #2 is for Drum Major podiums, props, generator and any remaining Front Ensemble equipment as well as the gator, if needed. The semi-trailer drivers, band directors, and trained chaperones are the only adults authorized to operate the hydraulic ramp on Semi #2.

Students typically handle their instrument needs, but chaperones should be available for safety concerns. Drum Major podiums are also unloaded and The chaperones support unloading and assembling the podiums to the upright position.

The nose of the trailer contains the other chaperone and band supplies. Supplies in the nose of the trailer include:

- Water containers
- Cups
- Food items
- Fruit
- Tent canopies
- Tables
- Yellow Carts
- Ponchos (if inclement weather)
- Drum Major stadium stands (6' ladders)
- Megaphones with stands
- Chaperone personal items if taken

Please note, you may be called upon for other activities associated with supporting the band for an away game and contest performances.

The Box Truck may also be used to transport uniforms in their carriers, props, podiums and other equipment and may require a separate team of volunteers to care for specific set up and breakdown needs during marching season and other concert needs.

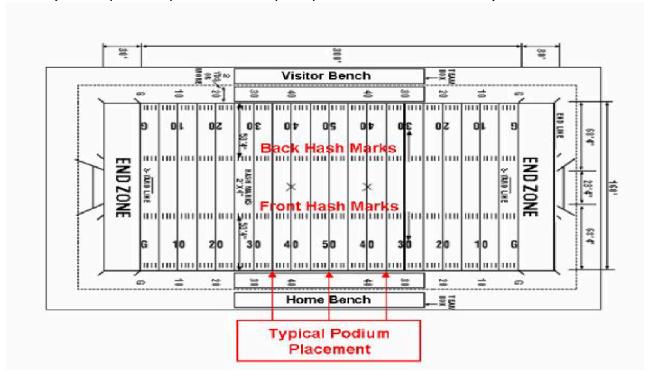
SUPPLY AND EQUIPMENT FOR MARCHING PERFORMANCES

Chaperones are responsible for transporting supplies, band equipment and in some instances staging on the field. Depending on the distance from the stadium, the gator may be used to transport the instrument cart, medical kit, refreshments, trash bags, cups and injured reserve band students, or be used to ferry water containers to refill

Each performance location is different and the gator will transport band equipment as the primary purpose. If staging and time allows, it can be used to haul the refreshments, medical kit and other items to the stadium during pre-game. If the gator is not available, the yellow carts will haul the water containers, cups, medical kit, etc. to the assigned stadium seating area. Chaperones should follow the lead chaperone(s) guidance at this time to ensure the band directors and students are prepared for warm up and performances.

Refreshment distribution at contests is critical before and after performances. Invitational, BOA, OSSAA and OBA contests are typically held at a large high school campus, college campus or professional sports complex. Refreshments should be staged by the chaperones for the band, guard and pit as they will be separated for pre-performance warm up. 2 - 4 chaperones should use the yellow carts to haul water jugs, small tables, trash bags and cups with the band. A serving line should be formed to distribute to the band students. Time is critical, so staging and serving may occur while the band is walking to the stadium. The chaperones should dispose of used cups and other trash upon completion of serving water.

Depending on student/director resources, chaperones and/or volunteers will participate in staging band equipment, drum major podiums and props for performances. If this is the case, drum majors, directors or chaperones committee members will provide instruction for placement. (Actual podium placement may vary from season to season)



Special Note: Performance contests have specific rules and regulations and the band directors will host pre-performance meetings to communicate expectations related to the chaperone and/or volunteer role for unloading, staging and loading band equipment.

It is critical for all field support chaperones to adhere to the requirements for contests in order to minimize point deductions against the band.

Even though marching season is typically over at the end of October or early November, the band will continue to provide musical support to the football team, cheerleaders and fans in the stadium during the playoffs. The head band director will communicate locations, dates, times and additional expectations for the playoff games through the calendar found at the Jenks Band Website, www.jenksband.com followed by an email blast from a Jenks Band Parent officer and/or Chaperone Coordinator for chaperone needs.

Bus Management

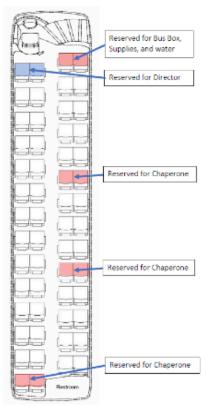
BUS SEATING

Chaperones are responsible for taking roll call. In most cases, students have signed up to sit on a specific bus and may sit where they choose unless assigned seating arrangements have been made by the band director prior to departure. A student bus roster, clip board and pen and bus number signage with tape is provided for each bus by the Chaperone Coordinator. The buses are typically numbered Bus 1, 2, 3, etc. Chaperones should tape the bus number signage to the passenger side lower right front window of the bus upon receipt from the Chaperone Coordinator. When the students get on the bus, they will take their seats for roll call.

Chaperones are responsible for notifying students to take their seats. After a roll call, students are not allowed to leave the bus. If there is an extenuating circumstance as to why a student needs to leave the bus after roll call, they should explain why they need to leave the bus and if approved, they must check back in with the chaperone(s).

Chaperones should conduct a final head count before the buses leave each location.

- 1. If a student is missing, ask the other students about the missing student. They usually know where they can be found.
- 2. If a student is not aware of the missing student, check with the band director assigned to the bus. A student may have extenuating circumstances and not be able to attend an event.



Chaperones should choose seats so they are located throughout the bus. On school bus trips, space is limited and may require a student or other adult member of the trip to sit in the same seat section. The front two seat sections of each bus are reserved for the use of the band director and the Bux box, supplies and water. On chartered bus trips, adults will have a full seat section (two seats) to themselves. Students may sit where they choose on the bus unless assigned seating arrangements have been arranged by the band director prior to departure. On chartered bus trips, adults will have a full seat section to themselves. See bus diagram for general placement (Actual bus lay out may vary).

Safety of the students is extremely important and it is the chaperone's role to ensure students comply with Jenks Public School and Band specific rules. Chaperones should monitor the student's behavior and correct obvious infractions. Sitting, or standing in aisles, inappropriate contact between students, PDA (public display of affection), inappropriate clothing (or lack of), inappropriate language, excessive voices or blanket sharing (blankets can be shared, but hands must be on the outside of the blanket and is part of the band student code of conduct).

Use your judgment on what is acceptable behavior.

If you ask a student to make an adjustment in their behavior and they refuse, contact the director on your bus. *The band director is responsible for discipline on the trip.* Discipline may include a permanent seating arrangement and/or movement to another bus.

If a student is transferred to another bus, chaperones are responsible for updating the bus roster for roll call purposes.

BUS SUPPLIES AND HOUSEKEEPING

Bus #1, whether it is a school bus or chartered bus will carry a comprehensive medical kit on all trips. The kit also contains the medical consent forms signed by the student's parent or guardian. A plastic container of supplies, A.K.A. Bus Box is provided for chartered bus trips with the corresponding bus number on it. Chaperones should become familiar with the contents of their bus box. The bus box includes paper towels, trash bags, wet wipes, antibacterial hand wash, toilet paper, and a limited supply of band aids, Tylenol, Ibuprofen and small bags in case someone becomes ill. An inventory sheet is located inside each bus box and any items used or missing should be submitted to the Chaperone Coordinator for replacement. The bus box should be placed in the first row of seats along with an orange water jug.

Students should be responsible for cleaning their own area of the bus. Chaperones will pass through the bus with trash bags for clean up. When buses reach a destination, the students should not exit until told to exit by a director. An adult must be on the bus while any band student is on the bus. Chaperones should be the last ones off the bus and should check all storage bins, restroom (as applicable) and under seating areas to make sure that all students or items are not left on the bus. Direct any questions to the lead chaperone(s).

It is a best practice for chaperones to put personal belongings on their assigned bus or in the nose of Trojan Pride Trailer (when used) as soon as it arrives to enable other support activities to the students and directors. Activities may include, but is not limited to:

- Loading and unloading trailer supplies
 - o Refreshments
 - o Plumes and Gauntlets
 - o Drum Major Podiums
 - o Tents
- Loading and unloading bus supplies
 - o Bus number signage
 - o Medical kit
 - o Supply containers
- Other needs at the request of the band directors

Movies shown on the bus to everyone or on ANY personal devices are to be PG-13 or less. The director on each bus will decide if a movie is appropriate to be shown or not.

Hotel Management

OVERNIGHT TRIPS WITH HOTEL

Band parent sponsored hotel coordinator(s) typically arrive ahead of the band to schedule student/room assignments. Chaperones are assigned specific groups of students and rooms upon arrival to a hotel and are provided a packet containing an itinerary and student/room assignments with keys. The chaperone is responsible for their group of students' safety and compliance with time management needs. The general outline for hotel management is as follows:

- 1. The itinerary will have a time for lights out. This means the student's room lights are out. The room should be quiet! Please check the rooms assigned to you. If the TV is on, it must be turned down low. The chaperone should conduct a room roll call at this time.
- 2. Students are responsible to set alarms and wake up on time or face a rude awakening by the chaperone.
- 3. Remind the students of breakfast and bus loading times if they are to bring a change of clothes with them in the morning, remind them of that also.
- 4. Make sure the students in your assigned rooms have your room number and contact information in case there is a problem and they need to contact you. Keep in mind the new laws of teacher texting students. Teachers or school staff need to group text only, never one on one texting, and parents have to be included as well.
- 5. The next morning, make sure your students are awake for breakfast; give them a wakeup call and a second call 15 minutes later to ensure they are up. Remind them that school dress code AND shoes apply when walking through the hotel. Encourage all students to eat breakfast.
- 6. All in-room purchases such as Movies, Nintendo games, etc. will be "turned off" in the students' rooms. There are to be NO CHARGES to the rooms.
- 7. Follow your itinerary, if you have any questions contact the trip Board Sponsor(s). Contact information will be provided in the trip itinerary.

ABSOLUTELY NO STUDENTS OF THE OPPOSITE SEX ARE TO BE IN THE SAME HOTEL ROOM! THIS INCLUDES BROTHERS/SISTERS.

MEDICAL NEEDS

The Jenks Band Medical Kit and the medical consent forms will be on Bus #1 with the appointed chaperone(s) and will be in their hotel room. If a chaperone or one of the students requires medical attention, contact the appointed medical kit chaperone(s) at any time of the day. Contact information will be provided in the trip itinerary. If possible, each trip will have an RN as well to help with medicine and any other medical issues

CONTEST RECREATIONAL ACTIVITIES

When the band travels for overnight stays, recreational activities are usually scheduled to provide students time to unwind from long trips and performances. These activities are planned in advance and will have predefined costs and guidelines. Lead chaperones and directors will provide additional information upon arrival to the activity. Chaperones attend the recreational activities and allow the students their independence provided the students establish small groups and comply with the trip rules and regulations at the recreation site. Chaperones should mix and mingle periodically with the students during the activity to ensure needs and safety is met.

Scheduled periodic check-ins for longer activities should be conveyed to students. A meet up at a specific time and location, or a selfie check-in should be done to verify students are safe.

Additional spending money beyond the trip account amount is at the discretion of the student and chaperone, but is recommended as a precaution due to unforeseen circumstances. The chaperones will take headcount and roll call upon return to the buses from the activity when leaving the site. This is also expected when buses stop for fuel, driver change or meal stops.

Bottom Line: If the bus stops and students depart the bus, head count checks are **always** taken before the bus leaves and communicated to the bus driver and band director assigned to that bus.

Non-Marching Season Performances

Winter Guard and concert season are the other performance events that usually require travel and overnight stay. These seasons follow the trip performance guidelines for bus, hotel management and recreational activities for the chaperones and students. The exception is the Trojan Pride trailer is not taken and the band instruments are loaded by the students to the under-storage area of the chartered buses.

RETURN TO CAMPUS HOUSEKEEPING

Chaperones are responsible for student departure from the bus. Chaperones should announce to students to pick up all personal items and remove trash from the bus. Chaperones will exit the bus last and walk through the bus to ensure students, personal items and trash has been removed. If personal items are found, the chaperone should take them to the head director's office in the band room for student recovery.

In case chaperones assist with unloading the trailer, one chaperone should be assigned to remain on the bus for the final walk through. In all cases, chaperones will not be dismissed until all the unloading and return to storage area activities in the band room is complete. Chaperones not able to perform strenuous lifting activities can assist with opening doors to and from the band room to expedite the process.

Band Director Performance Feedback

Band directors and guard instructors provide performance feedback to the students during and after performance events. It is critical for The Jenks Band Parents Organization to support the band staff with their needs to grow the talent of the band students. However, the support does not include performance feedback. Chaperones and volunteers are not to provide any music or visual performance feedback to the students directly during coaching sessions or formal post performance feedback meetings with students.

If a chaperone or volunteer has an observation to make regarding musical or visual performances, they should direct it to a board officer in a private forum or hold their observations for monthly band parent meetings during the question and answer sessions with the band director.

Miscellaneous

The Jenks Band Parents Organization is here to support the Band Directors and follow their instructions to enable the band students with a positive learning environment. It would not be possible to have this environment without Band Parent support. We lead by example, teamwork, positive attitudes, patience, and a sense of humor! If you are a smoker, please be discreet. No alcoholic beverages are permitted during any performance event.

This is one of the life milestones you will always remember and treasure. Thank you for volunteering to be a chaperone in this life event for you and our great students and enjoy this rewarding experience!

GLOSSARY OF TERMS

Name Tag	An official Trojan Pride logo badge with lanyard	
Gator	The John Deere electric cart used for hauling band equipment and other supplies. This cart is limited in use to the percussion band director and the senior board officer.	
Medical Kit	This is a comprehensive medical supply bag with signed medical consent forms.	
Plumes and Gauntlets	These are marching band uniform accessories. Plumes attached to the top of the band hats. Gauntlets are attached at the wrist and forearm.	
Recreational Activities	Usually several hours in length upon arrival at the performance destination. Examples of recreational activities include amusement parks, museums, community parks and tours, etc.	
Volunteers	Volunteers Other band parents that assist with band related activities, such as, concession stands, loading and unloading of the trailer only, refreshment procurement, meal support, photography and hotel room coordination.	

ADDENDUM I

Every effort is made to ensure the accuracy of the information contained within this document. It is not intended in any way to supersede or replace any Jenks Band Parent's bylaws, student handbooks and policies or any updates to documents present or future.

Permission for Duplication

Any Band Parents organization is free to use this handbook, but must be responsible for proper updates and delivery to chaperones based on the expectations set forth by school administration and/or booster clubs responsible for the care of student rules and safety. This product may also be used by any NBand Parents Organization as a guide to developing other documents.

Acknowledgements

The following were used as resources for the original development of this handbook:

- Scott Hillock Head Band Director 2007 2025
- Jenks Band Booster Club Officers 2007 2008
- Rick Collier President
- Scott Jordan President-Elect
- Mendy Collier V.P. Student Fundraising
- Michele Kruse Publicity Director
- Susan Alonzi V.P. Guard Activities

- Gary Godwin Trip Fund Manager
- Lori Wise, Chaperone Coordinator 2007 – 2008
- Patty Hanford Jenks Public Schools Volunteer Program

Change Log

Date of Change	Changed by	Page	Reason
12/17/2007	Scott Jordan	Doc	First draft
2/19/2008	Scott Jordan	Doc	Final edits and revision
7/30/2008	Scott Jordan	8	Revision includes the Box Truck
08/26/2025	Chaperone Committee 25-26	Doc	Updating

ADDENDUM II

CHAPERONE HANDBOOK ACKNOWLEDGEMENT FORM

I certify by my signature that I have read, understand and agree to comply with the guidelines and expectations set forth in the Jenks Band Parents Organization Chaperone Handbook. I also agree to attend and comply with the requirements set forth in the Jenks Public School Volunteer Confidentiality Program in order to qualify as a chaperone for the Jenks Band Program for the 20____ to 20____ school year.

Teresa Victor

Name: ______ (Please Print)

Signature: ______ Date: ______

Return to Jenks Band Parents Organization Chaperone Committee Member