



MARCHING BAND

Chaperone Procedures and Responsibilities

Thank you so much for volunteering your time and energy to contribute to the success of our students and this band program!

Responsibilities

- Help ensure the safety of our students.
- Monitor student behavior and encourage positive choices.
- Carry out the instructions of the band directors and chaperone coordinator.
- On trips, take attendance, both electronically (details on page 2) and physically (by a head-count) on your assigned bus.
- At football games, “water the band” once settled in the stands.
- At least one chaperone should be designated for first aid. This individual will distribute first aid supplies as necessary, after confirming that a student has turned in his or her medical forms and is able to receive said supplies. All distributions of medicine must be recorded at www.UHSband.com/parents/portal/med.
- Plume Shakos before a performance.
- Collect plumes after a performance.
- Accompany students to (but not into) the restroom as necessary.

Bus Etiquette

- The bus driver has the final word on what constitutes acceptable behavior on his or her bus.
- Students need to remain seated; you do not. Periodically move up and down the bus aisle to monitor appropriate behavior.
- In particular, please keep a discreet eye on “couples” sitting together.
- Usually, tapping drum sticks on practice pads and singing are acceptable. Playing wind instruments or music over electronic speakers usually is not.
- Shouting, screaming, and inappropriate language are not to be tolerated.

Expectations

- All chaperones must be registered “ADDitions” volunteers with OCPS. This process can be completed at ocps.samaritan.com.
- Keep in mind that student *discipline* is the responsibility of the band directors, not chaperones. Chaperones should not threaten or carry out disciplinary action. Any students whose behavior is deemed unacceptable should be brought to the attention of the band directors.
- Parent volunteers are not to physically contact any students who are not your own children.
- Chaperones are never “off duty” during an event. Smoking, consuming alcoholic beverages, and other activities that would not be permitted on campus are not to be engaged in at any point during a band sponsored event.
- Parent volunteers are expected to set a positive example in their language, topics of conversation, dress, and behavior.
- Official chaperones should wear a University Band parent shirt. These are available in the band office for \$20.

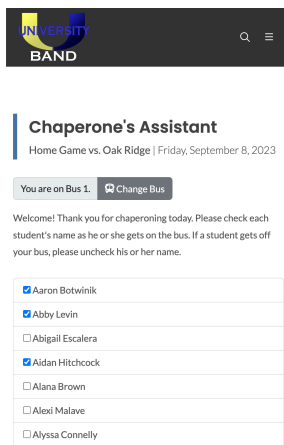


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Using the Chaperone's Assistant

The UHS Band website has a "Chaperone's Assistant" function to help us keep track of students. To use it, follow these steps:

1. Go to www.UHSband.com/chaperone or scan the QR code on this page.
2. Select an event from the drop-down list.
3. Select your bus.



4. As students get on your bus, check the box next to their names. If a student gets off the bus, uncheck his or her name. Be sure to do a head-count manually as well once everyone is on the bus.

5. Once the trip is underway, you will see a list of students on your bus. This list cannot be edited until the next stop.

6. When it is time to get back on the bus, the page will display a list of all the students who were on your bus. Students who are unaccounted for will appear in red. As each student gets back on the bus, check the box next to his or her name.

Students will not ordinarily change buses, but if for whatever reason, a student gets onto your bus who did not ride with you on the last segment of the trip, simply scroll down until you see a list that says "The following students were NOT on your bus during the previous part of the trip." From this list, you can check these students onto your bus.

Be sure to do a head count manually.

7. As the trip continues, steps 5 and 6 will be repeated each time the buses are loaded or unloaded, until the final destination is reached. The trip will then display as complete and you are done!

