

Murphy High School Band

Chaperone Information and Expectations

Overview

Being a chaperone is a job that cannot be taken lightly. We as chaperones are responsible for the safety and welfare of the students. Chaperones are needed each and every time that the band travels – and that means anywhere off campus, whether near or far. All chaperones must be 25 years old to assist the band.

Please complete the “Chaperone Training Acknowledgement” Google Form on murphyhsband.com/chaperones to acknowledge your agreement of these terms and your intent to be a chaperone for the 2023-2024 school year.

General Guidelines

1. Chaperones must NEVER punish students; please report any behavior issues to the Band Director IMMEDIATELY. If the Band Director is unavailable, please report any timely issues to another MCPSS staff member.
2. Chaperones are responsible for each and every band student.
3. Chaperones must present themselves as a positive role model to the band students.
4. Chaperones are to escort band students to and from the restrooms. Band members are never allowed to walk alone. (Escorts should be the same gender as students so in the event of an emergency you can enter the restroom without causing additional problems.)
5. Chaperones are required to wear the designated chaperone shirt so they can be easily recognized by the band members. (If you do not wear the designated chaperone shirt, you will not be able to chaperone the event. Those who do not chaperone must purchase a ticket at the gate.) Please wear a Murphy blue shirt until chaperone shirts have been distributed.
6. Chaperones are required to wear chaperone badges given out by the chaperone chairperson for the duration of the event and are to be returned at the end of the event.
7. Chaperones must supervise and care for the students as if they were your own.
8. Chaperones must stay calm and collected when and if a difficult situation should arise. Remember, the students will take their cues from you.
9. If a situation arises with a band student that you are unable to resolve, notify your chaperone chairperson; if the matter still cannot be resolved, then the matter will be taken to the Band Director.
10. Chaperones must be consistent with the rules, as well as communicate with the students to make sure they understand all instructions.
11. Chaperones must remain with the band.
12. Chaperones must sit surrounding the band. This is for the protection of the students as well as being readily available to assist the students as needed.
13. Chaperones will be assigned specific duties to assist at performances; please complete these duties in a timely manner.
14. Chaperones *never* furnish medication to any student. If a student requests medication, please escort that student to First Aid.
15. Chaperones do not furnish food or beverages to students, even if the student is your child. While in uniform, students are only to consume the snacks and water provided by the Boosters.
16. Chaperones must keep non-band personnel from entering the band seating area.
17. Chaperones monitor bus activity.

18. Chaperones' call/inspection time is the same as the call/inspection time for the students. Call/inspection time will be announced by the Band Director on Monday of the game week. Also, an email will be sent to all students and parents.
19. Before leaving the band room to board the buses, chaperones will check the band students to ensure they are in proper uniform.
20. Students are not allowed to use cell phones during practices or performances, so please encourage them to secure their devices in their personal band lockers before leaving the band room.
21. Chaperones must not drink alcohol, smoke, or vape when with the band.
22. Chaperones must not eat or drink when "on duty;" please ensure if you must eat you do so away from the students and have someone cover your duties.
23. Non-Band children are not allowed on MCPSS buses.
24. Non-Band children are not allowed into football games without purchasing a ticket.

Bus Guidelines

1. Each bus captain will be given a list of the students and chaperones riding their bus. The captains will account for everyone before departing the school and before the return trip home.
2. Chaperones must sit in various places on the bus - front, back and center.
3. Students are to ride assigned buses.
4. Students are to be seated when the bus is in motion. They should never have body parts (heads, hands, arms, feet, legs) outside the window when the bus is in motion. They should never hang or throw anything out of the window.
5. Students should keep noise to a reasonable level (which varies depending on the bus driver's personal preference). NO screaming, NO profanity, NO fighting.
6. Students should refrain from public displays of affection.
7. Students who are planning to return from an event with their parents must let the Band Director know PRIOR to leaving campus.
8. Students are responsible for picking up their trash, putting the windows up, and making sure that they have all their items.
9. Upon return to school and after the students have exited the bus, check the bus for any items that may have been left behind, make sure windows are up, and any trash picked up.
10. Any uniform items that are retrieved are to be given directly to a member of the uniform committee. Other items are turned in to the Band Director and will be placed in lost and found in the band room