

Chaperone Guidelines

General Guidelines for Chaperones

1. Please wear CBAA shirt or maroon colored shirt and covered shoes, jeans, pants, shorts.
2. You will be given a CBAA badge to wear, please return badge to Chaperone coord.@end of event.
3. If there is a problem with a student not following directions or unruly see the see the Band Director. The Band Director will handle all discipline problems.
4. Students are dismissed from their sitting area only by the Band Director usually before the event and halftime, the only other time they are allowed to leave is to go to the bathroom but with another student/chaperone.
5. No student(s) are allowed to leave early unless they have the approval of the Band Director and their parent or responsible adult has signed them out. Sign out sheet with permission forms.
6. Be willing to come 1-2 hours prior and stay ½-1 hr after event for student safety.

Before Leaving Castle:

1. Designated Chaperone for each bus: Place bus sign in window. If there is a note saying they did not pay for their dues. They must pay for the bus fare (TBD) if they don't pay they are not allowed to board the bus. Have them call their parents immediately to have them picked up. No changing bus assignment.
2. Have a student do a roll call (place a check next to their name)

Arriving at Event:

1. Make sure students don't leave anything on the bus.
2. Make sure the area is clean of rubbish.

During the Event:

1. Keep students within designated boundaries. 2 Chaperones on the top and rest on bottom row.
2. Watch bathrooms & concession stand when band on break before game/event and at halftime.
3. Accompany student(s) to bathroom as needed. When not on an "official break" students are not allowed to leave the area where the band is sitting.
4. Make sure no one but band members are sitting in band section.
5. About 10 minutes before end of game/event, have students throw away any rubbish.
6. After students leave, check to make sure they did not leave any instruments or personal belongings and area is clean.

Leaving Event:

1. Designated Chaperone for each Bus Give clipboard to Student Captain- Have them do a roll call (place a check next to their name) No changing bus assignment.
- Student Captain -Give clipboard to chaperone designated for that bus.
2. Parents who are taking their child home from the event must have the prior approval from the Band Director and sign their child out before they leave on the clipboard.
3. When bus is leaving- Tell students to call their parents. Parents must be at Castle when the buses arrive on campus to pick up their student.

Arriving Back to Castle:

1. Remove bus sign from bus window and put it back onto the clipboard.
2. Instruct students to close their windows before leaving the bus.
3. After all students are off the bus, check to make sure there are no items left behind.
4. Return clipboard and badges and flashlights to chaperone coordinator.

