

CHAPERONE GUIDELINES

General Guidelines for Chaperones:

1. Please wear CBAA shirt or maroon-colored shirt, covered shoes and jeans, pants or shorts.
2. You will be given a CBAA badge to wear, please return the badge to chaperone coordinator at end of event.
3. If there is a problem with a student not following directions or unruly see the chaperone coordinator.
4. Students are dismissed from their seating area only by the Band Director (usually before the event and halftime). The only other time students are allowed to leave the seating area is to go to the restroom. Student should be escorted by a chaperone or with another student.
5. No student is allowed to leave and event early unless they have the approval of the Band Director and their parent or responsible adult has signed them out.
6. Be willing to come 1 to 2 hours prior to the event and stay 30 minutes to 1 hour after the event for student safety.

Before Leaving Castle:

1. Chaperones will be assigned to a bus: Place bus sign in window (attached to clipboard). Ask bus driver for his/her name and a contact number.
2. Have a Section Leader do a roll call (place a check next to their name).

Arriving at Event:

1. Make sure students do not leave any items on the bus.
2. Make sure the area is clean of rubbish.

During the Event:

1. Keep students within designated boundaries. Two Chaperones should be stationed at the top rows of the band seating area and the remaining chaperones on the middle and bottom rows.
2. Watch bathrooms and concession stand area when the band is on a break before game/event and at halftime.
3. Accompany student(s) to the restrooms as needed. When not on an "official" break, students are not allowed to leave the band seating area.
4. Only band members are allowed to sit in the band seating area.
5. About 10 minutes before end of game/event, have students throw away any rubbish. Collect any recyclable items (see chaperone coordinator for trash bag).
6. After students leave the seating area, ensure there are no instruments or other personal belongings left behind and area is clean.

Leaving Event:

1. Contact bus driver, if needed, regarding pickup location. Chaperones return to their assigned bus. Have a Section Leader do a roll call (place a check next to their name. No changing of bus assignment.
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 arrives in Kaneohe (after existing the tunnel), announce to students to call their parents. Parents should be at the Castle Bandroom when the buses arrive on campus to pick up their child.

Arriving Back to Castle:

1. Instruct students to close their windows before leaving the bus.
2. Remove bus sign from bus window and place it back onto the clipboard.
3. After all students are off the bus, ensure there are no items left on the bus.
4. Return clipboard and badges and other supplies to chaperone coordinator.
5. Remain at the bandroom until all students have been picked up by their parent or responsible adult.