

OWEN J. ROBERTS

Wildcat

MARCHING UNIT

2022-2023

Chaperone Handbook

BAND DIRECTOR

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FOREWORD

The Marching Unit could not function without reliable adult chaperones and band helpers. This type of help is needed in many forms: supervision during football games, cavalcades, and parades; equipment transportation and management; rendering first-aid; crowd control; assisting with uniform care and maintenance; fundraising; and feeding the students on long performance days. Although the students are fairly self-sufficient, there is no doubt that the chaperone plays an important role in the overall success of any band event.

THE INFORMATION IN THIS HANDBOOK WILL EXPLAIN SOME OF THE EXPECTATIONS FOR THE CHAPERONES DURING A TYPICAL FOOTBALL GAME, CAVALCADE, OR OTHER PERFORMANCE EVENT.



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1. SCHOOL VOLUNTEER DISTRICT POLICY 916

Owen J. Roberts Board of School Directors encourages the use of parent and community volunteers to support the educational programs of the School District.

In March 2016, the Owen J. Roberts School Board revised our Volunteer Policy – [Board Policy #916](#). The Volunteer Policy applies to parents and all other members of the community who volunteer in our schools, or serve as overnight chaperones.

We now offer the capability to upload/scan your completed clearances. All Volunteer Applications and clearance documents MUST be uploaded and can no longer be hand delivered.

Step 1. Complete Clearances

Volunteer applicants must complete the clearance requirements below prior to completing the Volunteer Application:

PA State Police Criminal History Check– as required by Act 34 – Dated no more than one year prior to the application date. Application found online through PATCH at <https://epatch.state.pa.us/Home.jsp>

PA Department of Human Services Child Abuse History Check– as required by Act 151 – Dated no more than one year prior to the application date. Application found at <https://www.compass.state.pa.us/cwis/public/home>

Federal Criminal History Report – Dated no more than one year prior to the application date. This requires fingerprinting to be done. Please see registration and directions at Identogo -<https://uenroll.identogo.com> Use Service Code 1KG6XN (**Please Note– this is not required for a volunteer who completes a written statement that he or she has been a Pennsylvania resident during the entirety of the previous 10 year period**). The written statement can be found by clicking [here](#)

PDE – 6004 - Act24 Arrest/Conviction Report and Certification Form – Dated as of application date. The PDE -6004 form can be found by clicking [here](#)

Raptor screening. Please bring your Driver’s License to the High School Main office to be scanned for the process to be complete.

Continuing Reporting Obligations – part of the application indicating that if the applicant is arrested or convicted of any of the enumerated offenses while serving as an interim non-faculty sponsor, they shall provide the building principal with written notice no later than 72 hours after an arrest or conviction.

All clearances must be dated within one year of the application. No individual will be approved to serve as a volunteer if any of the required clearances evidence an offense which would preclude such an individual from being employed in the Pennsylvania public schools.

All of the above outlined clearances are completed at the expense of the applicant and are **good for five years**.

Step 2. Complete Volunteer Application

In accordance with legislation, this policy calls for all volunteers to complete a Volunteer Application, and background checks for all School District Volunteers. You will be able to upload the completed clearances directly to the application.

The district highly values the support of our parents and community members and acknowledges the degree to which volunteers enrich students' educational and extracurricular activities. We appreciate our involved volunteers and the benefits we receive from their district involvement. However, the combination of legal requirements and the focus of student safety have led many school districts nationwide to institute similar policies.

If you have any questions regarding the Volunteer application process, please contact your child's school.

Once you have received all of your clearances back from the agencies, please click on the link below to start the **Volunteer Application**.

<https://secure.infosnap.com/family/ActionForms/Public/8143>

SUMMARY OF CLEARANCE REQUIREMENTS

Complete the following clearances and save a copy of each to your computer. Once you have all the clearance documents, complete the Volunteer Application and upload the saved clearance documents via that form. Clearances are good for 5 years from the date of completion and must be resubmitted after 5 years.

1. PA State Police Criminal Record Check <https://epatch.state.pa.us/Home.jsp>
2. PA Child Abuse History Clearance <https://www.compass.state.pa.us/cwis/public/home>
3. FBI Clearance
 - a. If you've lived in PA for 10 or more years, complete the [Exemption from FBI Clearance Form](#) to forego fingerprinting for volunteers.
 - b. If you've lived in PA fewer than 10 years, you must register online at Identogo to arrange your fingerprinting. <https://uenroll.identogo.com>
4. PDE – 6004 - Act24 Arrest/Conviction Report and Certification Form – Dated as of application date. The PDE -6004 form can be found by clicking [here](#)
5. OJR Volunteer Application Form <https://secure.infosnap.com/family/ActionForms/Public/8143>
6. **Finally, bring your driver's license or a photo ID to the main office at the high school for scanning.**

2. SUPERVISION AND CROWD CONTROL

A large part of our responsibility is accompanying the band when they march in formation to and from their events, and on & off the field. We have a large group of students and at times it becomes necessary to mobilize them rather quickly. It is important for the chaperones to help with getting the kids quiet and attentive so that they can all hear instructions clearly. Equally important is to make sure our group moves as a unit, they are expected to stay together as a group in their designated pairs and proceed to and from the stadium or venue in an orderly fashion. Make sure nobody lags behind.

At times when the marching band is moving and they are going onto the field or off the field and into the stands, people attending the event or game may be blocking their path due to large crowds. In this situation, it is our responsibility to clear a path for them. WE HAVE THE RIGHT OF WAY. Chaperones should be spread out in front of, along the side, and behind the band at all times while they are marching to where they need to be, and clear the way by asking people to please make way as the band moves through. It's important to ensure that no one is inadvertently hit with a tuba or large drum when the band is coming on or off the field!

3. PERFORMANCES

As we prepare for any of our performances whether it is a football game, cavalcade, or parade, we assist the students in a number of ways. We always have 3 wagons with us filled with items necessary for every performance, such as plumes, gauntlets, instrument toolbox, water coolers and cups, spare gloves, hats, etc. We pull these wagons to and from each event. Once they are on site and situated we:

- Make sure water is set up and ready for the students as they need it.
- Assist them immediately prior to starting their performance by distributing hat plumes & gauntlets, and helping with last-minute uniform fixes (i.e., buttons, safety pins, broken straps, etc.)
- Collect plumes and gauntlets and re-pack them immediately after their performance.
- Accompany students for restroom breaks at away games or cavalcades.
- Provide first aid when necessary (medical chaperone)

4. FIRST AID

Each year the MPO should designate one or more persons to be in charge of first aid for the band. We do have our share of bumps, bruises, injuries, etc. This person should always have a radio so they can be in communication with the staff and other chaperones. A first aid kit is always carried with the band wherever we go which contains items to treat minor problems. Additionally, a record of each student's medical information is kept with the band director and/or first aid designee whenever we travel.

5. FOOTBALL GAMES

Normally, as chaperones we sit with the band in the stands, usually at the bottom row, off to the side. Once the band is situated, we can relax and enjoy our front row seat to the show!

The following are some things to keep in mind as we supervise the band in the stands:

- Sit with the band or alongside
- Monitor our group to make sure there are no outsiders sitting with our kids. We generally do not allow their friends or anyone else to sit with us. (OJR band alumni can be exceptions, but for short periods of time)
- When traveling to away games chaperones should make themselves aware of the facilities when arriving, especially the restrooms and emergency vehicles, should a student need either one.
- Please help to make sure that some **basic rules** are followed throughout the game:
 1. **NO** food, candy, or soda/sport drinks in the stands.....**only water**. Especially important now that we have new and very white uniforms!
 2. In the stands, the band as a group is either standing together (to play) or sitting together.
 3. Band members should be attentive and ready for any instructions from Mr. Mengel and the drum majors. When they get too chatty they miss important cues.
 4. Band members should be standing quietly and respectfully as a group whenever the opponent's band is performing their show.
 5. Band members should be sitting with their section (i.e., flutes together, trumpets together, etc.)
 6. Personal hats can be worn in the stands when sitting, but must be removed upon exiting the stands.
 7. Band members should cheer respectfully. If you hear any foul language or inappropriate remarks immediately approach that student and tell them their language is inappropriate.
 8. Band members usually have the 3rd quarter off for dinner and social time. They must fold and place their uniform jacket on TOP of their hat before leaving the stands; section leaders should be monitoring this but an extra check from chaperones will be helpful.
 9. While students are out for the 3rd quarter, a handful of chaperones should remain behind to keep an eye on our instruments and equipment. Politely, yet firmly, ask people to stay out of the band section.
 10. At least half of our chaperones should be spread out during this time to keep an eye and ear on our students, and ensure they know their limits. At some away venues, Mr. Mengel may impose additional restrictions, such as staying on the visitor side of the stadium. Make sure to check with your head chaperone for any special instructions.
 11. Band members are due back by the end of the 3rd quarter. Please help monitor this and help make sure they are back in time. A verbal reminder at the 5:00 minute mark in the 3rd quarter is very helpful.
 12. Students should never be alone, even during their 3rd quarter free-time. This is especially important at away games. If students need to use the restroom outside of 3rd quarter: at an away game, they will need a chaperone escort; at a home game, they'll need at least one fellow student with them.
 13. The stands must be left clean! If you notice trash in a certain area, please ask the students in that area to clean it up. Chaperones should do a final sweep of the stands prior to departure.

6. CAVALCADE DAYS

Cavalcade days are exciting and what we work hard for. The kids look forward to them and the excitement level is definitely a bit different than that of a football game.

The band normally spends a few hours rehearsing at the school before we travel to the cavalcade. Between the rehearsal and departure, Mr. Mengel usually gives the kids about an hour or so to eat and get dressed. Some chaperone assistance is helpful during this time to make sure students are leaving their areas clean, throwing away their trash, not running throughout the entire school, etc. Under no circumstances shall the students with cars be leaving the high school grounds. Chaperone assistance is the same as at any performance, except there are often logistical issues with storing instruments and seating after their performance is complete. There can be up to 10 other bands attending. There may be times when we will go back to the buses to drop off our equipment and change before lining up to go back into the stadium. Once back in the stadium we will find a place to sit in the bleachers and that will be our area for the rest of the night. At that point, we let the kids go and get something to eat if there is time.

Chaperone assistance in the following areas is helpful:

- While students are free to roam and get food, chaperones should spread out to make themselves available if needed, as well as to ensure no student is alone. No student should ever be alone.
- After the students have had something to eat and drink they should be heading back to our area in the bleachers. In most cases, students must be back in the stands before the last (or host) band's performance. But make sure you know what Mr. Mengel's instructions were; if you didn't catch them, check with your head chaperone.
- Once in the bleachers we must monitor their noise level. They are allowed to cheer for the other bands – this is encouraged – but they cannot be too loud while other bands are performing.
- In some cases, candy grams may be passed out at this point depending on time available. We will leave this decision up to the drum majors. However, they still cannot eat in the stands; they must save these for the bus ride when their uniform is safely in their garment bag.
- After the evening has ended we will head back to our buses to load equipment and head home.

7. UNIFORM MAINTENANCE AND CARE

All band members are responsible to maintain a clean, professional looking uniform at all times.

We are excited to have beautiful, brand new uniforms this year! As such, assisting the students in this area will be especially important as we all get used to the new features. There are rules regarding the wearing of the uniform that you should be aware of and help to enforce.

- First, they must have a helper with their jacket zipper - they must NOT try to zip this by themselves, they could easily pop stitches/seams. Similarly, they must take care when buttoning and unbuttoning the jacket on their left shoulder - this button and the top seam can easily be ripped with too much force.
- Students are NOT to eat or drink (only water) while wearing their uniform: on the bus, uniforms should be hanging in garment bags; when leaving the stands to go eat, jackets must be neatly folded on TOP of their hat, colorguard uniforms should be in garment bags. (Again, there is NO food/drinks allowed in the stands!)

➤ Pant/jumpsuit SHOULDER STRAPS must be worn over their shoulders AT ALL TIMES! If you see this happening, or if you see pants dragging on the ground, please approach the student and ask them to put their shoulder straps on.

➤ All students must wear the band show t-shirt under their uniform. If they are without it, they must keep their jacket on while in the stands.

All students should be aware of these rules, but they may need reminding.

In addition to the new side zipper, both jacket sleeves and pant legs have snaps to adjust to the correct length. At times students may need assistance in readjusting these. Students may also need to be reminded to put their pants on BEFORE shoes, and to be careful not to catch the cuff with their feet.

At times a student may realize they forgot or are missing a piece or portion of their uniform, or in the case of the new uniforms that something has gone awry. The uniform closet in the band room will be locked, so students will not be able to ‘help themselves.’ If you are approached by a student in this case, while we are still in the band room, please direct them to a head chaperone or the band director. One of the head chaperones will have a key to the closet and can help a student if needed and ensure that the sign-out sheet is completed so there will be record of any borrowing and/or switching.

We also carry a “uniform-fix” bag for times when a temporary and/or quick solution is necessary. We have with us a limited supply of extra buttons & snaps, a repair kit with safety pins and needle & thread, as well as extra black socks and, in the colder months, performance gloves. We also carry two spare hats and sets of gauntlets for emergencies; and each of these is numbered. We have a sign-out book for these items so we will have a record of who borrowed it and when it was returned.

Additional rules and expectations regarding the wearing of the uniform can be found in the band member handbook which each student and parent received an electronic copy of; each student also received a Uniform Care handout when they received their uniform.

8. BUS TRIPS AND AWAY EVENTS

A big part of the “fun” that the students derive from being in the marching band is the actual bus ride to and from an event. While we all want to see the kids having a good time, it is important to make sure things don’t get out of control.

Some procedures to keep in mind regarding bus trips are as follows:

- Once bus lists are complete, there will be no switching buses unless approved by Mr. Mengel.
- As students enter the bus we need to sign them in on our bus tally sheets. **They cannot enter the bus until we have checked off their name.**
- A copy of this form **MUST** be handed to the bus driver before leaving the High School en route to the event; and a second copy given to Mr. Mengel.
- A name check-in should be performed each and every time we re-enter the buses to travel. Once your head count is complete and you have everyone on your bus, please let your driver know. Mr. Mengel will usually come to every bus to confirm all are accounted for.
- Once we arrive at any destination do not allow anyone off the bus until the Mr. Mengel gives the ‘OK’.

- Students should never be moving or switching seats while the buses are moving. Also, students should never put their hands out the window or throw anything out of the bus.
- Students are NOT permitted to hang their uniform, or any part of it, from the windows. This is a safety issue as windows must remain clear of any objects.
- Depending on the amount of “energy” on your bus, chaperones may need to scatter themselves throughout the buses, with one group sitting in the rear of the bus and another group in the front. This decision will be left to the chaperones on each bus. (Often your mere presence will deter any attempt at misbehavior.)
- Students are permitted to cheer, sing, and show spirit on the bus as long as it doesn’t get out of hand. You, along with the bus driver, need to determine if the students are being too loud or noisy. Some bus drivers are far more tolerant than others, but the bus driver is always right when it comes to noise level. If you sense that the bus driver is getting irritated, please tell the kids to quiet things down.
- Upon return to the High School please remind the students to make sure they have all of their belongings, and that all trash has been collected. Do a ‘sweep’ of the bus after all students have exited.

9. DISCIPLINE

There are occasionally times during our events, when the director of the band cannot be with the group due to other commitments (judging meetings, other situations that need attention, etc.) and chaperones are responsible for monitoring student behavior. As a chaperone, you may find you have to deal with a difficult situation involving a student. This is extremely rare, and the students, while energetic at times, are truly respectful and courteous the majority of the time. If you witness a member of the band behaving inappropriately it is within your authority to approach that student to correct the problem. This is the best way that you can help the band director since he cannot be in all places at all times. Oftentimes, your recognition of and attention to the matter is all that is needed. If you continue to witness any problems and/or if the student gives you a hard time, contact the band director as soon as possible. (Please remember – NEVER touch a student! Always handle discipline situations calmly and professionally.)

10. CLOSING

In closing, please accept our sincere thanks and appreciation for volunteering your time to the band. We have a great group of kids who work hard and we all want to see them enjoy the rewards of their hard work. Their performances and trips would not be possible without your help.

Thanks again, and don’t forget to have some fun with us!