

OWEN J. ROBERTS

Wildcat

MARCHING UNIT

2019-2020

Chaperone Handbook

BAND DIRECTOR

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FOREWORD ~.~

The Marching Unit could not function without reliable adult chaperones and/or band helpers. This type of help is needed in many forms: supervision during football games, competitions, and parades, equipment transportation and management, fundraising, medical emergencies, crowd control, uniform care and maintenance, etc. 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, COMPETITION, 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**. Please refer to the attached updated cost information for the required clearance.

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.aspx>

See Appendix A—Summary of Clearance Requirements

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, or on and 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, competition, parade, etc., we assist the students in a number of ways. We always have 2 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. 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)
- When traveling to away games and competitions, 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 or candy in the stands.....only water. (Some exceptions)
 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 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.
 9. While students are out for 3rd quarter, a handful of chaperones should remain behind to keep an eye on our instruments and equipment.
 10. If a student needs to use the bathroom during any time except 3rd quarter, they will need a chaperone escort.
 11. 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.

5. 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, we usually give 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:

- After the students have had something to eat and drink they should be heading back to our area in the bleachers. In most cases, we tell the kids to be back in the stands before the last (or host) band's performance.
- 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.
- After the evening has ended we will head back to our buses to load equipment and head home.

6. 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:

- 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.

- 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 director 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.
- 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. 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 ask the students to make sure all trash has been collected. Do a 'sweep' of the bus after all students have exited.

8. UNIFORM MAINTENANCE AND CARE

All band members are responsible to maintain a clean, professional looking uniform at all times. There are rules regarding the wearing of the uniform that you should be aware of and help to enforce. One of the main rules to help the band director enforce is this: students are to have their **SHOULDER STRAPS** worn over their shoulders **AT ALL TIMES!!!** (Many of the students do not like to do this and it creates a problem with their pants dragging on the ground.) If you see this happening, or if you see pants dragging on the ground in general, please approach the student and ask them to put their shoulder straps on. Additional rules and expectations regarding the wearing of the uniform can be found in the band member handbook which each student and parent received a copy of. There may also be times when a student will come to you asking for help with a zipper, hood, or with a missing button. We do have a limited supply of extra buttons and a repair kit with safety pins and other items to temporarily fix the problem. Sometimes quick solutions are necessary – be prepared. If a student comes up to you before a performance and says that he or she "forgot" their uniform or forgot a piece of it (i.e., hat, overlay, etc.) please bring that student to the director. **DO NOT** take the student into the uniform room to find a replacement part on your own.

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. Often times, 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. 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.

11. CLOSING

In closing, please accept my 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!

APPENDIX A

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 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 lived in PA for 10 or more years, complete the [Exemption from FBI Clearance Form](#) No fingerprints are required for volunteers.
 - b. If you lived less than 10 years in PA, you must register online for your confirmation code to get your fingerprints. <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.aspx>
- 6.. Take a copy of your driver’s license or a photo ID to the main office at the high school for scanning.