

OWEN J. ROBERTS

Wildcat

MARCHING UNIT

2018-2019

Chaperone Handbook

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FOREWARD

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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

Requirements and Procedures

According to District Policy #916, all volunteers for any school functions must complete various clearances and submit paperwork to the **OJR's Athlete Office for approval**. (The AD office is located in the high school by gym). Please link to <https://www.ojrsd.com/domain/95> for more information and other links.

In April 2015, the Owen J. Roberts School Board adopted a new **Volunteer Policy – Board Policy #916**. In accordance with new legislation, this policy calls for all volunteers to complete a [Volunteer Application](#) and background checks for all School District Volunteers. It is our intent to create and maintain the safest possible setting for our students. We value our volunteers, but must adhere to PA legislation. This policy allows us to strengthen the safeguards we have in place for anyone whose service puts them in contact with Owen J. Roberts School District students. Please link to <https://www.ojrsd.com/domain/95> for more information.

The Volunteer Policy was implemented for the 2015-16 school year and applies to parents and all other members of the community who volunteer in our schools, or serve as overnight chaperones. Volunteer applicants must provide the following as part of the application:

PA State Police Criminal History Check– as required by Act 151 – 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 34 – 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. Please see registration and directions at <https://uenroll.identogo.com> (*Please Note– this 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 Arrest/Conviction Report and Certification Form – dated as of application date. Attached to the application.

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.

Additionally, all school volunteers and school visitors are subject to Raptor (or such other building level security program as may exist) screening. 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 applications and clearances shall be maintained for a period of three years. A copy of driver's license is required to be on file.

See Appendix A—Summary Clearance Requirements

2. SUPERVISION AND CROWD CONTROL

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* so that they can all hear instructions clearly. Equally important is to *make sure our group moves as a unit* – NO STRAGGLERS! If you see someone who is lagging behind or fooling around and not with the group, please go up to that student and let them know about it. Of course if they give you any problems or a “smart” response, bring it to the director's attention. The students are told to listen to the chaperones and do what they are told – if this becomes a problem please inform the head chaperone and/or the band director.



At times when the marching band is moving, people have a tendency to stand directly in our path even though they can see us and hear the drums. Remember – WE HAVE THE RIGHT OF WAY. Chaperones should be spread out in front, along the side, and behind the band at all times while marching and tell people to please move out of the way. (At times you can expect a rude response, just ignore it.)

3. PERFORMANCES

As we prepare for any of our performances whether it is a football game, competition, parade, etc., it is helpful to have adult chaperones around to help with the “little things” that we need such as:

- Hat plumes & gauntlets distributed and collected again after the performance
- **Water available for the kids – especially after any performance**
- Last-minute uniform fixes (i.e., buttons, safety pins, broken straps, etc.)
- First aid assistance for students who become sick or injured
- Supervised trips to the bathroom
- Etc.

See Appendix B—Performance Schedule

4. FOOTBALL GAMES

Normally, it is helpful when the chaperones sit as close to the band as possible, usually off to the side of us. We want you to be part of the action and fun as well, so feel free to enjoy yourselves! The following are some ways to best assist the band during football games:

- Sit with the band or alongside
- Help monitor our group to make sure we do not have any outsiders sitting with our kids. We generally do not allow their friends or anyone else to sit with us. Exceptions are sometimes made in special cases (sometimes with ojr band alumni) – check with Mr. Mengel if you are unsure.
- 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. (Exceptions made occasionally as announced by the band director)
 2. The band as a group is either standing together (to play) or sitting together.
 3. Band members should be sitting with their section (i.e., flutes together, trumpets together, etc.)
 4. Personal hats can be worn in the stands, but must be removed upon exiting the stands. Please help monitor this during 3rd quarter break and if you see a band member with a hat on ask them to remove it.
 5. 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.
 6. Band members usually have the 3rd quarter off to socialize, get something to eat, etc. 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. Some students may not have purchased their food and some need help with time management.
 7. While students are out for 3rd quarter, a handful of chaperones should remain behind to keep an eye on our instruments and equipment.
 8. If a student needs to use a bathroom during any time except 3rd quarter, they will need a chaperone escort.

9. 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 (Adjudication) 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 mainly needed after a performance at a cavalcade. 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 awards are announced and the evening has ended we will head back to our buses to load our equipment and head for 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:

- At least one chaperone on each bus should have a radio – our MPO provides the radios if you don't have your own.
- As students enter the bus they need to sign-in on special field trip forms provided by the district. Please make sure that every student signs the form upon entering the bus. Chaperones must also sign.
- A copy of this form **MUST** be handed to the bus driver before leaving the High School en route to the event.
- A “head count” 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 announce over the radio that your bus is ready to go.
- 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.

7. EQUIPMENT MANAGEMENT

One of the most important forms of assistance that a chaperone can provide is in equipment management. Adults are needed to help transport equipment on and off the trailers, buses, and the field (props). Particular assistance is needed with the large *pit percussion* instruments (i.e. bells, chimes, xylophone, drums, etc.) and with some *colorguard* items such as large flag poles, props, etc.

There is potential for injury while unloading the large band truck, particularly with the lift gate. Particular care and attention is needed when raising and lowering it. Make sure everyone is paying attention and clear of the gate while in motion.

Remember, the students have a big performance ahead of them and need to save their energy for it. All of the help that you can give them is appreciated by the students and by the director.

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

As a chaperone, you have the authority to deal with situations involving students as they arise. There are times when the director of the band cannot be with the group due to other commitments (judging meetings, other situations that need my attention, etc.) and the *chaperones are in charge of monitoring student behavior!* 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 “correction” of the problem are 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

According to District Policy #916, all volunteers for any school functions must complete various clearances and submit paperwork to the OJR's Athlete Office for approval. (The AD office is located in the high school by gym). Please link to <https://www.ojrsd.com/domain/95> for more information and other links.

1. OJR Volunteer Application Form <https://secure.infosnap.com/family/actionforms.aspx>
2. PA State Police Criminal Record Check (new change—must be updated every 3 yrs.) <https://epatch.state.pa.us/Home.jsp>
3. PA Child Abuse History Clearance (new change—must be updated every 3 yrs.) <https://www.compass.state.pa.us/cwis/public/home>
4. FBI Clearance <https://uenroll.identogo.com>
 - a. If you lived in PA for 10 or more years, complete the “Exemption from FBI Clearance Volunteer 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.
5. Copy of your driver's license or a photo ID. (When you submit your paperwork at the AD's office, they will request a copy of your license for the district's RAPTOR system. Have a copy already made just in case the secretary is not in her office on the day you drop-off your paperwork.)

2018 OJR “Wildcat Marching Unit—Chaperone Schedule				
Signed up	Date	Function	Report Time	Return Time
	Aug. 24	Away Game—Conestoga	4:30 pm	10:30 pm
	Aug. 31	Away Game—Daniel Boone	4:30 pm	10:15 pm
	Sept. 7	Away Game—Oxford	4:30 pm	10:30 pm
	Sept. 14	Home Game—Upper Merion	5:15 pm	9:45 pm
	Sept. 21	Home Game-Perk Valley	5:15 pm	9:45 pm
	Sept. 22	Cavalcade- Penncrest	TBA	TBA
	Oct. 5	Home Game—Norristown <i>SENIOR PARENT NIGHT</i>	5:15 pm	9:45 pm
	Oct. 6	OJR CAVALCADE OF BANDS	TBA	TBA
	Oct. 12	Home Game—Spring-Ford <i>HOMECOMING</i>	5:30 pm	9:45 pm
	Oct. 17	Halloween Parade- Elverson <i>Rain date: October 18</i>	5:00 pm	9:00 pm
	Oct. 19	Away Game- Methacton	4:30 pm	10:15 pm
	Oct. 26	Away Game- School TBD	TBA	TBA
	Oct. 27	Cavalcade- J.P. McCaskey	TBA	TBA
	Nov. 3	<i>Rain Date for McCaskey Cavalcade</i>	<i>TBA</i>	<i>TBA</i>

APPENDIX B – FALL SCHEDULE