

CHAPERONING WITH THE BRAZOSWOOD BUCCANEER BAND

Revised August 2017

Thank you for volunteering to chaperone with the Brazoswood Buccaneer Band. **The Brazoswood Buccaneer Band includes the directors, students directing and playing instruments as well as those students in the Color Guard.** In return for your time, energy and effort, you will receive a free ride, ticket to the game, and a chance to make lots of great memories. Getting 200+ students to and from games/contests is no small undertaking! It takes a lot of pre-planning, time, energy and support/**flexibility** from very dedicated parents like you. So please be ready and open to last minute changes at games and contests!

This information is being given to you as part of a formal training session. We think that most all of your questions will be answered here, but if after reading through it, you have questions or concerns, please do not hesitate to contact us at one of the places listed below. We are all volunteers, so any comments or suggestions for improvements are welcome!

Chaperone contacts: **Rachel Cloeter**
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Group Me:Because of the number of chaperones that need to communicate at one time, we like to use GroupMe. This allows us to message each other and communicate without having to worry about group texts. Also, any device can download this app and can receive messages.

GroupMe also has an option to mute the sounds and still get the messages. Emoji's are enabled on GroupMe but please take care with them. Sometimes when you send too many it slows the app down and can potentially make it hard to find the important information in the chat.

Please don't feel like you need to reply to every message; most of the time the message is more of announcement than a conversation. Many devices can "freeze" if too many replies are sent in GroupMe.

If you're unsure of how to download it, I can share the instructions at a later time.

Chaperone Signup:

Chaperones will sign up for games at the Booster Meeting in August. Chaperones may not sign up for contests or the spring trip. The contest and spring trip chaperones are selected from those chaperones who have been involved in chaperoning the games as well as have established relationships with the students and have been approved by the directors. Limited numbers of chaperones are needed for contests and the spring trip.

CHAPERONES MUST RIDE THE BUS TO AND FROM THE GAMES. You may not leave at halftime. To be a chaperone, you need to help with the band until everything is put away at the band hall AFTER WE RETURN FROM THE GAME.

SITTING ON THE BUS: Chaperone seating is assigned per bus and is denoted on your name tag and on the sign-in sheet. There will be chaperones assigned to sit at the **front** and **back** of the bus. Tell the students at the first game to leave one empty seat for each of the chaperones on that bus. Please don't let us hear from the students that chaperones have not been sitting toward the back. It only makes it hard on the rest of us when we try to follow the rules. If we all follow them, the students will not fight it. BISD requires that the bus drivers have a seating chart filled out before we depart. Adult bus captains (ABC) will receive the seating chart from the head chaperone. Please have the students fill this out as quickly as possible and give to the bus driver (seating chart should include chaperones.) Student bus captains will be given the most up-to-date bus lists from Mr. Montoya.

A. Expectations of Chaperones:

1. Chaperones assume many roles during the course of marching season. We are the load/unload crew, prop assemblers, first aide, water brigade, plume distributors and most of all, surrogate parents, satisfying the needs of the many, not the few. You may help with more than just your assigned job! In most instances, the section leaders are expected to oversee student sections, a tradition that is handed down from class to class. However, should a crisis arise, **the band directors are the final authority** and we will act under their direction and on their behalf, reacting appropriately, quickly and fairly.
2. Band directors are very busy and rely heavily on us to keep things moving in a positive direction. If you have trouble, please **report the problem to either Rachel or Jill** and we will take care of the problem & report it to the Directors. This will also be covered in our Monthly Board Meetings. Please do not interrupt the band directors during the game/contest. Any feedback will be communicated before the next game.
3. If you are unable to fulfill your chaperone commitment, please contact us as soon as possible at one of the above phone numbers or by e-mail.
4. What to wear: Blue Band Booster Club shirts or Band T-shirt (preferably BLUE) need to be worn. Not only does it show our support for the band but it makes us visible and easy to spot when on trips. Tennis shoes or other comfortable shoes are also necessary as you will be walking A LOT.
5. What to bring:
 - a) Belt bags or backpacks; anything that you can keep on your person at all times and allows you to keep your hands free. There is no secure storage for purses or valuables. Also suggested: a fanny pack (as you will not always be near your backpack) AND a portable phone charger
 - b) Rain ponchos or umbrellas if the chances of rain are up. Also suggested: a small baggie for your phone and a trash bag for your backpack in the chance of rain.
 - c) Later in the season, jackets for cool nights and the bus ride home.
 - d) A water bottle
 - e) Money if you would like something to eat or drink. Students are **NEVER** allowed to eat while in uniform.

- f) Small flashlights for bus checks. After arriving home, black socks and gloves are hard to see.
 - g) A pen, a pencil, and a sharpie are also good to have. Jill and Rachel will not be able to provide writing utensils.
6. Confirming attendance.
- a) During the week, email is our primary form of communication. We will make telephone calls only to those who do not have access to email. If you have email, please get in the habit of checking it regularly for Buc Band information.
 - b) Chaperones for the weekly game will receive an email Sunday or Monday asking they confirm participation by **10:00 pmWednesday** (10:00 pm Tuesday for Thursday games). If we haven't heard from you by the designated reply date/time, we must assume you do not plan to attend the weekly game.
 - c) If you have signed up to chaperone a particular week and have not received an email from us by Monday evening, please call or email us. We will check the original sign up sheets to resolve the question.
 - d) We will start working on assignments, having them finalized with badges sorted 1 day prior to the game day. ID badges and bus assignments will be on a table near the band directors' offices on game day.
7. Chaperone - List of Duties – there will be one chaperone assigned to each duty that has had experience with the duty and will help the others. All can help load and unload trucks.
- a) Medical Bag/Permission Slip Bag/Half-time Medical bag/Cooler– 1-2 chaperones are assigned. Medical bag/permission bag always travels on Bus 1. Medical bag/permission forms are taken to stands. Chaperone is responsible for first aid and medications as appropriate for the students. We also have a cooler with Power Aides, Sprites, and crackers. This cooler is near the medical bag. **CHANGE AS OF 2016-2017: Before giving medication to a student, please ask:** when did you eat last and what did you eat; how much water have you had to drink today; have you taken any medication for this issue today; have you been ill. Many headaches can be taken care of with Power Aide and food. **CHANGE AS OF 2016-2017: DO NOT** give medication to any student without looking on their permission form first. If medication is necessary, fill out the form that is attached to their medical form
 - b) Water (Watering the Band) – 6 coolers for the band (3 per side); 1 cooler dedicated to guard; 1 cooler dedicated to drum line – 1-2 chaperones are assigned per cooler. After unloading, we will pull the carts to the stadium and proceed to carry the water coolers/cups into the stands. **WE DO NOT WATER THE BAND UNTIL AFTER KICK OFF** unless directed to do so because of heat issues! We encourage all students to bring their labeled water bottle to all games and contest. Assigned chaperones will refill as needed. Please encourage students to fill their thermoses before we leave on the bus since we do not water the band until after the kick off.
 - c) Plumes – 4-6 chaperones are assigned. About 10 minutes before the end of the second quarter, those who have been assigned to distribute plumes should report to the track to unload the plumes. Chaperones must wear gloves that are provided to protect the feathers from hand oils. Students are given the plumes by the metal rings as they exit

the stands for the field. Upon completion of the half-time show, the plumes will be returned to the plume chaperones as the students re-enter the stands. Plumes will be stored back into their containers. Drum major plumes are black and band students' plumes are blue.

- d) Gauntlets – NEW 2013-2014 – gauntlets will be assigned and distributed to the students with their uniform. It is the student's responsibility to keep up with their assigned gauntlets. The gauntlets should be kept in the student backpacks while at the games when not performing. Gauntlets will not be passed out in the stands by the chaperones. Should a student misplace their gauntlet at the game see Katie, Jill or Rachel.
- e) Gloves/Socks/Ponchos – 1 chaperone is assigned to the glove/sock/poncho box for those students who have lost or forgotten those items. Record the name and size on the paper provided. A fee will be charged; however, no money is to be collected at the game. Scissors are provided to cut off the glove finger tips for the woodwind students. NEW since 2013-2014 – students will be issued student ponchos that have the band logo on them. The students are responsible for keeping up with their poncho. Replacement ponchos must be requested from the chaperone on duty or the uniform mom (prior to departure from the band hall).
- f) Trash pickup– Chaperones who are serving water are assigned and should pick up black trash bags (for games) and white trash bags (for buses) from the chaperone table in the band hall. Mid-way through the fourth quarter, we will collect trash. Please encourage the students to pass their trash to you or pass trash bags. Encourage students to look around and pick up after themselves and each other. When the band leaves for the buses, chaperones need to make sure all trash is picked up on and under the bleachers. All trash must be collected by students on the buses as we return to B'wood. Do a check after they get off. Drivers are not required to pick up trash. Large black bags will be given to the chaperones who serve water. Use the smaller white trash bags on the bus. Please only take 2 at a time and use only when one is filled up.
- g) Equipment/Props – 6-10 chaperones (depending on prop size); load/unload trucks - assemble/tear down, move, push, and pull light to heavy equipment onto and off field. There are times when prop assembly must be performed very quickly in order to be ready for the show. In these cases, chaperones assigned to other areas which are not in demand at that time, will be asked to help assemble props.
- h) Percussion – 1-2 chaperones – usually percussion parents; provide water to students using percussion water jug; ensure any other equipment is accounted for and may be asked to help percussion with plumes.
- i) Guard – 1-2 chaperones – usually guard parents; provide water to guard using guard water jug. Assist with uniforms. Stay with students when not in stands. Guard Chaperones MUST ride buses also.
- j) Sales – 1-2 chaperones may be asked to assist depending on availability. Sales bins go on the parent/prop truck.
- k) Band – Several chaperones will be assigned to go with band to warm-up area. Chaperones will help the band in any way necessary. Other duties for this job include: monitoring bathrooms occasionally, carrying warm-up ladder to and from warm-up area, and possibly helping with water and gauntlets as needed. Band chaperones should also check the bathrooms before we leave football games.
- l) Sound/pit/DM stands – move pit, sound, and drum major stands on and off the field
- m) Guard – Help Guard were needed

HOME AND AWAY GAMES

We will hold a short chaperone meeting before each game (the time of the meeting is dependent on several factors; we will include the time in the invitation email). Please make every effort to attend since we will cover any last-minute changes, any issues, and hand out necessary papers at this time. If you are unable to attend the meeting, please ask Jill, Rachel, or another chaperone for the information.

1. E-mail messages will be sent out no later than Monday of each game week to those chaperones with who have been selected on a weekly basis based off the official chaperone listing. The email message will contain the information specific to that week. **The expectation is that you will send a reply letting us know that you are still able or not able to attend. Please send your reply ASAP so we are able to plan on who can and cannot help chaperone.** The bus and duty assignments will be based on this response. If you have a spam-blocker enabled, please allow our address to be received.
2. Home Games – Even though they are “home” games, we must transport everyone and everything to Hopper Field in Freeport. Arrive at the band hall at TBA (to be announced in the weekly email) to receive your I.D. tags, grab trash bags for buses and stands (white for bus/ black for stands), and to go over duty responsibilities. Proceed to load trucks to help load water, food, plumes, drum major stands, Color Guard equipment, props, carts, etc. The student load crew is responsible for loading the some of the instruments and props, while the students load their own instruments (sections leaders will take charge of this part of loading.). The Pit students load their own equipment, but will need help with the larger instruments and equipment. A chaperone (usually a dad) will be assigned to oversee student load crew and Pit students. Because we load most of the equipment after the Band Run-through we must make every effort to be ready by our departure time. This may change depending on size of students load crew.
3. Away Games - Arrive at the band hall at the time denoted in the weekly email and get your I.D. badges and duty responsibilities. Follow the same procedures as Home games above.

c. On the Buses

1. Student bus captains are responsible for roll check. Introduce yourself to the bus captain and let them know you are there to help them. Encourage your bus captain to take a leadership role; it is their responsibility. Help them maintain quiet during roll call. Remind the captain that they can call the bus to attention in order to get things quiet. Seniors usually call their own seat and freshmen are made to ride in the front of the bus. This is a privilege and rite of passage. However, if space is at a premium, all students are expected to double up. Again, please make sure the chaperone in charge of the bus has had the students fill out the seating chart.
2. Adult Bus Captains - An adult bus captain (ABC) will be assigned to each bus. If you are the ABC for the bus, you need to be to your bus BEFORE the students arrive to the bus so as soon as the buses begin arriving, head to the buses. You will need to make sure that each

student has their "Ticket on the Bus" which will be explained at the short chaperone meeting before the game. You will help the student bus captain take roll and then hand out the seating chart. You will also be the last one to leave the bus when we arrive at games. Please check to make sure that the students have their instruments, gloves, garment bag (in their backpack), water bottle, etc. After the game, you will go to the buses with the students and help them with the hanging of their uniforms and start taking roll so we can leave as quickly as possible. You are also the last one off the bus when we return to Brazoswood – check for socks, gloves, phones, etc. that may have been left behind and pick up any trash left behind by students. When we leave away games and contests, the students should text their parents telling them that we have left and our approximate ETA.

IF YOUR BUS HAS TAKEN ROLL AND A STUDENT GETS OFF THE BUS FOR ANY REASON, PLEASE STEP OFF THE BUS AND STAND BY THE DOOR UNTIL THE STUDENT RETURNS TO THE BUS.

IF YOU ARE MISSING STUDENT(S) AND/OR PARENT(S), PLEASE STAND BY THE DOOR OF THE BUS UNTIL YOU HAVE ALL YOUR STUDENTS. THIS WAY RACHEL AND JILL CAN VISUALLY SEE WHICH BUSES ARE READY TO ROLL AND WHICH BUSES ARE NOT READY.

3. Bus drivers are our lifelines to get us to where we need to be, safely and on time. Bus drivers take their jobs seriously and expect everyone to follow BISD rules. Introduce yourself to the driver and ask if they need anything, you are there to help.
4. Bus Rules to be followed:
 - a) **No body parts should ever extend out a window for any reason.**
 - b) **No standing or changing seats while the bus is rolling.**
 - c) **Nothing is to be thrown out of the windows of the bus at any time (whether moving or stopped).**
 - d) **No horseplay or loud, unruly behavior. Eyeglasses/caps/sunglasses, etc. have been known to fly out of an open window of a bus during horseplay. We will not stop or go back to find them.**
 - e) **No yelling, chanting, screaming or squealing**
 - f) **No sitting on the back of seats (this bends them), nor standing in seats at any time.**
 - g) **No profanity or PDA (Public Display of Affection). Especially watch for this on rides back home in the dark. Hands on top of blankets at all time.**
- D. Please remember that you are the liaison between the driver and the students. The drivers sometimes forget that these students are not necessarily normal bus riders and therefore are not well versed in the bus-riding rules. Seniors are sometimes particularly brave because they know they are short-timers and tend to be fearless. Remind the students that, in order to be treated as adults, they need to act like adults and clearly relay your expectations as well as the driver's to them. Do not hesitate to hold them accountable and responsible for their actions or lack thereof; but always be fair, discreet and maintain every one's integrity at all times. We want the students to have a good time while performing GREAT shows and learning music. Report any problems to Rachel or Jill immediately.
- E. Arrival at the Game

1. Students should **NEVER** stand up on the buses while they are rolling, even to get dressed. This is especially dangerous at this time because of quick, frequent stops in game traffic. After ALL the buses parked and stopped, the students should hurriedly get dressed, **PICK UP ANY TRASH ON THE FLOOR**, close all windows and report to the line up point as quickly as possible. No one gets off the bus until all buses are parked – except **LOAD CREW** and adults helping unload. (Students will try to tell you that they **HAVE** to get off – don't let them!)
2. **ALL** chaperones are to report to the load trucks for unloading. Their location varies at each away game. At home games, the trucks are parked behind the field house and the home concession stand (at least at the time of the writing of this document). We will unload and carry all the equipment to the stands. Chaperones do not go with the band into the stadium seats until all unloading has been completed. We don't need to be in the stands until after the students are in their places because we tend to get in their way. If we are late arriving at a game, we will help the student load crew unload instruments and reload empty cases back into the trucks for safekeeping.
3. Hats – NEW since 2013-2014 – the student hats in the black hat boxes will be transported on hat racks and loaded onto the trucks. The students will need to pick up their hat along with their instrument (if applicable) and attach the hat box to their backpack. Student hats are worn when marching into home games and during performances. When not marching, all hats are to remain in the hat boxes and with the students in the stands.
4. During the games, please sit in the stands near/with the band. Please avoid lingering on the track.
5. If you need to leave your "station" for any reason (other than completing your assigned job), please tell Jill or Rachel so we can make sure your "station" is covered.

F. Half-time

1. Drum Major Stands - Some of you will be asked to help with drum major stands or help the pit students get placed on the field. You'll get to see the show from the field. The rest of us will watch the show from the stands. Be prepared to pitch in wherever you're needed. If we are the visiting band, we will march first; if we are the home band, we will march last.
2. Prop Team – Some of you will be asked to assist with the props. You will likely see the show from the back or side of the field. We will try our best to rotate you.
3. Plume/band/gloves/medical bag chaperones – may watch the show from the stands. However, everyone needs to be available once the show is completed.
4. Pit team – will help move pit equipment on and off the field.

G. Third and Fourth Quarter

1. Third quarter is spent reloading cooler with ice & water, collecting plumes, color guard and pit equipment. Drum major stands are the last to be loaded after the game ends. If we're quick at loading, (and we will be) we get to watch the fourth quarter of the game. In order to facilitate loading of pit equipment in the Queen Ann, all items which were transported on the shelved above the pit equipment are reloaded on the shelves. If necessary, lights are stationed by the trailers (using the generator) to facilitate loading.

2. The Buc Band does not litter. Mid-way through the fourth quarter, we will collect trash. Please encourage the students to pass their trash to you or pass trash bags. When the band leaves for the buses, will need to make sure all trash is picked up on and under the bleachers. Trash bags will be given to those who are responsible for making sure the stands are clean.

H. Going Home

1. At the end of every game the band plays the Alma Mater and fight song. The band is released by rows in an orderly fashion to return to the trucks. At this time the students return their instruments to their cases (if applicable) and hat boxes (containing their hat) onto the hat racks.
2. Student bus captains are responsible for roll check. Encourage your bus captain to take a leadership role; it is their responsibility. Help them maintain quiet during roll call; remind the captain that they can call the bus to attention in order to get things quiet. **ABC's return to the buses with the students to start roll.**
3. When the students return to the bus, they should begin undressing and storing their uniforms in their bags in a timely manner. Remember, once we arrive back at the Band Hall, the students must remove their entire uniform (gauntlet's included) from their bags and hang them in their assigned location on the uniform racks. This will allow them to be cleaned between performances.
4. During hot or rainy weather, remind the students while they are on the buses to remove all their items from their bags and/or backpacks when they get home so that they will air dry.
5. If they plan to get off the bus for the restroom or water, etc. they **MUST** be in their bibs and they must be worn correctly over the shoulders and zipped up (not hanging at the waist). **NO EXCEPTIONS!** For safety purposes, everything should be stored and everyone seated before the buses move. There will be no standing or moving around after the buses begin rolling.
6. The ride home starts out loud (especially if B'wood won the game) and usually gets quiet very quickly. Use your flashlight as attention getter if needed. You should be able to see both heads in a seat. However, the students usually do lean against one another on the ride home. Couples are never allowed to lie down in seats.

I. Home Again

About 10 minutes before arriving home, pass around the garbage bag that you brought with you and have everyone clean up their own mess, enabling all get to go home quicker. Seniors may tell you this is a Freshman duty, but it is not! After arriving at the Band Hall, it is your responsibility to use your flashlight and check the bus for trash, gloves, socks, etc. after the students get off the bus. Take all items off the bus with you and throw trash in one of the garbage cans in the parking lot or on the corner behind the band hall. Don't trust the students to do it. **ALL** chaperones should report to the load trucks to help unload and put ice chests, water cans, plumes, etc. away. **Return badges and lanyards to the red tackle box located on the table under the Band Hall clock.** When everything is unloaded and returned, we all get to go home. Personal items left on the bus should be placed on this table also.

Even if you are not chaperoning a particular game or contest, if you can help unload the trailers when they arrive at the school it is MUCH APPRECIATED. At contests, the trucks are usually loaded and on their way home before the students (and they make better time than the buses). This means the trucks may arrive at school well ahead of the students. If you are willing to help out (even occasionally), please give your phone text information to the Props/Loading/Unloading Lead so a text can be sent out communicating when the trucks are expected at the school. Arrangements will be made to have someone with a key to the school meet them there as well. This help from the "Adult Load Crew" allows everyone get home quicker once the students arrive back at school.

J. General Items:

1. Medications/Illness - The Chaperones ALWAYS carry a medical bag containing medical release forms and over-the-counter medications for headaches, stomachaches, motion sickness, etc. Feminine hygiene products are also included. When traveling on buses, the medical bag will be on bus #1 and down front near the directors when in the stands. The students will probably ask you if you have Tylenol, especially if it is a particularly hot or bright day. **CHANGE AS OF 2016-2017: Before giving medication to a student, please ask:** when did you eat last and what did you eat; how much water have you had to drink today; have you taken any medication for this issue today; have you been ill. Many headaches can be taken care of with Power Aide and food. **CHANGE AS OF 2016-2017: DO NOT** give medication to any student without looking on their permission form first. If medication is necessary, fill out the form that is attached to their medical form
1. Student siblings on band buses – This practice is not allowed unless you are chaperoning and it is absolutely necessary that a sibling accompany you. The sibling must meet the following criteria, NO EXCEPTIONS: (1) Be a B.I.S.D. student (for insurance purposes), (2) be mature enough to take care of themselves while you are seeing to the needs of the band students, and (3) purchase a ticket to the game. Student Siblings (associated with a chaperone) may only ride to games. **Student siblings are not allowed to ride on the buses to contest.** Student siblings must sit beside you on the bus at all times. 4) When you reply to our e-mail that you will be attending the game you must communicate at that time that you are taking a sibling with you. Also we will need to know if the child will not ride the bus with you after the game. **You will need to purchase a ticket for your non-band child.** The band does not provide tickets.
2. Profanity – The use of profanity by any student should not be tolerated and must be discouraged at all times. This is a poor reflection on our band, students, school and community. Usually saying something like "Keep it clean", "Excuse me?" or an evil eye glance in their direction lets them know they are wrong. Everywhere we go there are young children around and we need to expect our students to set a good example and be exemplary role models for our future band program. If repeated attempts to stop profanity do not work, let us know and we will report it to the band director(s). The students' name(s) would be helpful here.
3. PDA or Public Display of Affection - PDA should be discouraged every time you see it. Here again, this is a poor reflection on our band, students, school and community. For all practical purposes, PDA is defined as just about anything more than handholding. Band trips are

neither the time, nor the place for PDA; it just makes everyone uncomfortable. Don't hesitate to stop PDA, but do so discreetly, quickly and effectively, up to and including separation. Expect and encourage the students to act like respectable ladies and gentlemen. Don't embarrass or shame them in front of others as it just makes them worse. The first warning should include something like, "Not on my shift". The second warning should include, "If I have to tell you again, I'll separate you". The third time, follow through and be firm, seating one with you and the other with the other chaperone. If the PDA continues after repeated attempts to stop it, let us know and we will report it to the band director(s). The students' name(s) would be helpful here as well.

K. Marching Contests

1. Marching contests are particularly challenging, beginning with the time of day and day of the week they are held, and the large amount of food/supplies that we need to take to sustain us all. We usually have to feed at least one meal to 300+ students and chaperones. All chaperones are expected to assist and pitch in for us to be quick and successful. Chaperones eat after all the students and directors have been served.
2. Chaperones are invited to work at marching contests and are invited according to the number of games they have chaperoned, established relationships with ALL students as well as seniority of the band student. The Directors set the number of chaperones we can take.

L. Spring Trip

1. Chaperones for the spring trip will be determined and notified in the Jan-Feb time frame.
2. Chaperones are invited to work/attend spring trips according to the number of games/contests they have chaperoned, established relationships with the ALL students/directors as well as seniority of the band student. The Directors set the number of chaperones we can take.

M. Summary

Thank you again for volunteering your time and energy with the Buc Band. Marching season is a very busy time of the year for everyone - from the students to directors and chaperones to parents. Without you and your involvement, none of this could happen as efficiently as it does. We hope that you find your time with the band very rewarding and you're ready to join us again next year!

Go Band!
Rachel Cloeter and Jill Grey