



North Shore Senior High School Band, Houston, TX

Shane Goforth, Director of Bands

Michael Tenaglio, Assistant Director of Bands

Chaperone Guidelines

The success of the band is dependent on the level of involvement and the dedicated support of parents and other volunteers who are willing to devote their time and service to the band. Select parents, faculty, and community members will act as chaperones at band activities.

The coordination of volunteers to chaperone will be the responsibility of the Band Booster Vice President, who will compile a list of volunteers for each band activity and submit the list for approval to the Band Director(s). The Band Director(s) will coordinate chaperones for overnight trips.

Anyone who volunteers to chaperone accepts certain responsibilities and will be expected to perform duties as appropriate to the specific situation and event. Persons chaperoning are required to have on file with GPISD a background check which you will find attached. Please complete this form as soon as possible and return it to the Vice-President for processing.

In addition, all volunteers will need to have a volunteer ID Badge, which can be obtained by contacting Cynthia Tenaglio, Vice-President, at 713-410-9238 and/or ctenaglio@galenaparkisd.com.

General Rules and Responsibilities of Chaperones

1. **EXPECTATIONS:** All **chaperones are expected to work**. Any chaperone not willing to perform duties of a chaperone for the band during the entire event will no longer enter the stadium free of charge for football games – home or away.
2. **REPORT ON TIME:** Chaperones are required to report to the school or venue **approximately 30 – 45 minutes** prior to the event start time, unless another time is specified. A longer more detailed briefing will be held in advance of overnight trips. All specific assignments for chaperones will be given at reporting time by the Vice-President. Please wear an official Band Parent Association Shirt (*Note: Shirts can be purchased at reporting time if needed*), your Volunteer Badge (sticker) and comfortable shoes. In the event chaperones are not able to obtain the official Band Parent Association Shirt, please inform Cynthia Tenaglio or any of the executive board members ahead of time.



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3. **AUTHORITY:** The authority of chaperones is limited to general supervision of students and to guide and assist the students with safety and appropriate behavior. Chaperones have the authority to assign seats if there are disciplinary problems. **The Band Director(s) will handle all other discipline problems.**
4. **STUDENTS ILLNESSES:** If a student becomes ill enough (in the opinion of the chaperone) to warrant medical attention or calling his/her parents, the Vice-President is to be informed of the situation immediately. **The Band Director(s) will be responsible for contacting and discussing the problem with the parents.**
5. **CHILDREN/GUESTS:** Please be reminded that your children, who are not band members, ARE NOT TO BE BROUGHT WITH YOU WHEN YOU CHAPERONE. Guests are also not permitted to accompany you during your official chaperone duties.
6. **CELL PHONES:**
 - A. Students may use cell phones in band situations as follows:
 1. During Breaks
 2. Free Time
 3. Other As approved by the Director(s) or Chaperones
 - B. Students **MAY NOT** use cell phones in the following situations and must be **turned off and kept out of sight:**
 1. During any rehearsal/class/class room extension situation
 2. On buses except as approved by the Director(s) or Chaperone(s)
 3. After lights-out curfew on overnight trips (unless an emergency arises)
 4. Any organized group activity of the band
7. **HOME FOOTBALL GAMES:**
 - A. Please be prompt and wear your band parent shirt, badge/sticker and comfortable shoes.



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- B. Chaperones will enter the stadium as a group and sit or remain on station as a group. Please stay off the track and field areas during the game unless that is your assignment area.
 - C. Chaperones will ensure that the students will **not** have food, drinks or gum in the band seating area. (Exception: Bottled water as provided by the band for away games and official band water jugs at home games).
 - D. Students are dismissed from the stands only by the Band Staff or Drum Majors.
 - E. Except for emergencies, restroom breaks are during the 3rd quarter or as instructed by the Director(s). **ALL** chaperones will be needed to escort small groups of students to the restrooms. Although you do not have to go in the restroom with your students, you are asked to wait inside or outside of the restroom until all of your students are ready to return to the stands as a group.
- 8. THE FOLLOWING IS A PARTIAL LIST OF DUTIES THAT YOU MAY BE ASKED TO PERFORM DURING THE COURSE OF THE GAME – OTHER REQUESTS WILL BE MADE AS NECESSARY:**
- A. Mending uniforms
 - B. Flags & equipment placement
 - C. Transporting equipment
 - D. Supervising stands and fence-line area
 - E. Issuing raincoats and plumes
 - F. Handing out bottled water
 - G. Escorting students to and from restrooms
 - H. Retrieving dropped field items
- 9. AWAY GAMES / TRIPS:** Essentially the same duties and procedures are applicable for away football games and trips as they are for home football games. Generally, there will be a minimum of (2) chaperones per bus. Additional required duties for away games / trips include:
- A. Verify through roll call, the presence of each student assigned to your bus each departure
 - B. Chaperones will work together to make sure that the behavior on the bus is safe and leads to an enjoyable trip for all



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- C. Chaperones should spread themselves out throughout the bus to cover both the middle and back of the bus
- D. Students couples are to conduct themselves as ladies and gentlemen AT ALL TIMES
- E. No students may change clothes at any time on the bus other than slipping on/off of uniforms as long as students have on the required band shirt and shorts under the uniform. Such changing should be at the instructions of the band staff and supervised by chaperones
- F. At no time is the emergency exit (back door) of the bus to be used except in an actual emergency
- G. Please let the Band Director(s) know immediately by cell phone or radio if you have an unmanageable problem or if the bus must pull off the road. All buses travel in convoy
- H. At the conclusion of the trip, please make sure that the bus is left clean and that all windows are closed. Students should be held on the bus until this is accomplished
- I. All students are required to return to the school via school transportation unless approved by the Band Director(s) prior to leaving **TO** the event. No student is to leave until the chaperone can verify approval to leave with the directors. Students not returning on the band buses after out of town events must be picked up and released only to their parent or legal guardian and only after a release form is signed and on file.

- 10. REHEARSALS / PARADES / OTHER EVENTS:** From time to time, chaperones are needed for these other events. Duties and responsibilities are essentially the same as for all other events. If you are serving as a chaperone for any of these events, you will receive specific instructions from the Band Director(s) and Band Staff or the Vice President.

It is the desire of the Band Directors and the North Shore Band Parents' Association that a large number of parents be involved in the active support of the NSSH Band whether through chaperoning, participating in fundraisers, or just



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attending a performance. There is a direct link to the success of students and the involvement of the parent. We welcome all parents to be as active as their time will allow. If for any reason anyone should have comment (positive or otherwise) or a concern regarding any aspect of the Chaperone Program or other related matters, please contact the band office and speak directly with one of the band directors. They can be reached at the following phone number.

DIRECTOR OF BANDS

Shane Goforth
713.516.7158

Assistant Director
Michael Tenaglio
832.386.4806

Band Parent President
Cordia Robles
832.606.5947

Band Parent Vice-President
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713.410.9238