

Escadrille Chaperone Information

Purpose and General Duties of Chaperones:

Chaperones are present to assist the Escadrille students and staff with logistical support, student supervision and a general presence that enhances order and security for our group. Accordingly, chaperones are requested to:

- Comply with all Allen ISD rules, regulations and policies.
- Refrain from smoking where prohibited OR in visual range of students. Please refrain from eating and drinking in front of the students, since they generally are not allowed to eat while in uniform.
- Maintain a positive attitude with the students; be supportive and encouraging; avoid criticism.
- Maintain self-control and appropriate behavior at all times. Avoid inappropriate language, conduct or remarks. Chaperones must serve as a positive role model and example for our students.
- Refer any problems immediately to an Escadrille Board member or a Director.
- Refrain from administering ANY medication to a student. Students suffering illness or injury will be referred to the duty nurse and the appropriate director will be immediately informed.
- Check in with the head chaperone in the high school band hall at the appointed time. This will be the meeting to distribute name tags and assignments as appropriate for the event.
- Be prepared to pitch in as needed prior to the departure and performance.
- Only 'approved' chaperones will be allowed in the stands or on the buses. Sorry no non-escadrille children allowed.

Chaperone duties:

- Wiping down the bleachers (assigned):
 - Chaperones will wipe the bleacher section where the Band will be sitting with rags. One Chaperone will be responsible for the transporting of the rag bucket to and from games.
- Seat cover duty (Tallenettes & Color Guard)
 - Chaperones assist unloading and installing seat covers on the stadium seating prior to the Tallenettes and Color Guard arrival. After the game, chaperones remove the seat covers and make sure they get back in their containers.
- Drink duty (assigned):
 - Chaperones assist with moving drinks into the stadium from the truck (if needed). They hand out water bottles to the students after they've been seated in the stands. Right after half-time, chaperones move to the field to hand out drinks again. Students receive only one drink before the game and one drink after halftime. There are also large canisters filled with water.

Students can refill their water bottles from these. Chaperones will also be needed to refill these containers as needed. Please note: these drinks are for students and staff only. Coolers are marked accordingly. There will be separate smaller coolers with drinks for chaperones.

- Potty Patrol (assigned)
 - Chaperones accompany students to the bathroom at all times to ensure they return to the stadium promptly. Chaperones should station themselves near the exits of the stands to make sure students don't go unsupervised to the restrooms. After the half-time show and into the 3rd quarter, chaperones should set up posts (within sight of each other) between the stadium and the restroom so they can watch the kids go back and forth.
- Clean up (Everyone!):
 - Whoever doesn't go back to the bus immediately should help clean up the stadium. We pride ourselves on leaving the stadium as clean as we can.

Students are expected to:

- Comply with all AllenISD policies and procedures.
- Be respectful.
- Board the bus and choose a seat without undue confusion.
- Keep noise to a minimum to avoid distracting the driver. Refrain from any yelling, screaming or other sudden, loud, startling sounds.
- Listen to and follow the instructions of the school staff, support staff, and chaperones.
- Refrain from bringing food, drinks, chewing gum or radios without earphones on the bus.
- Refrain from extending anything outside the bus.
- Place all trash in the trash containers.
- Remain seated on the bus until told otherwise by chaperones or director.
- Always conduct themselves in a manner to present a favorable image of the Escadrille.
- Return to the same seat as per the sign-in sheet when boarding after the game or contest.

Uniform Expectations:

- Students may undo jackets while traveling. The jacket is to remain on at all times to avoid damage unless otherwise authorized by a director.
- Students are responsible for their hat / hat box during travel (A reminder to "not forget YOUR hat box" would be good) They are NOT to wear the hat unless instructed.
- Exit the bus TOTALLY dressed "ALL of it, or NONE of it!"
- All students are to remain in uniform at all times and may not change clothes on the bus unless specifically authorized by the director.
- Students are not to "horse play" in uniform.

Instructions for Home Games:

- Check-in with the volunteer coordinator to receive nametag and assignments. Chaperones will be divided into groups for monitoring student belongings in the stands, potty patrol, seat covers, wiping off the bleachers, and drink service.
- Chaperones assigned to roll out seat covers and wipe off bleachers should proceed into the stadium immediately and begin set up.
- Remaining chaperones should walk behind the Escadrille when they proceed to the stadium and then head over to the seating area.
- Chaperones are requested to avoid sitting or standing in front of the Escadrille members. Chaperones should be spread out throughout the stands in groups of no more than 2 or 3. Potty Patrol Chaperones should be near the front row of the bleachers or standing in the exit lane(s). At least one chaperone should be in the exit lane at all times to prevent non-Escadrille from entering the Esca-stands.
- Once the students are in the stands, the drinks chaperones will begin to hand out water.
- The Potty Patrol will accompany any Escadrille member who needs to use the rest room. Students may not leave the stands unaccompanied.
- Underneath the stands is a falling object zone. Some chaperones will be asked to monitor this area to retrieve any objects which fall through the stands. Music and instrument (pieces) can be returned to the front of the stands for the students to claim. Please encourage other game attendees not to loiter underneath the Escadrille. It can be dangerous!
- During half-time, some chaperones are assigned to watch over students' belongings.
- Parents and supporters from the visiting performing group may be offered the opportunity to sit in our Escadrille section to watch the half-time performance of their students. Please extend every courtesy to our visitors. Please do not allow anyone to sit in the area with the seat covers. Politely ask the visitors to exit from the top when the halftime is over so the stands are clear for our students at the conclusion of our show.
- As the students return to the stands, Drink Duty chaperones help hand out drinks and Potty Patrol forms a line for restroom breaks. No Escadrille member should be getting any food without permission from their Director (we should know this ahead of time).
- **ALL CHAPERONES:** At the end of the game, seat covers need to be rolled and placed in containers, and all trash and debris picked up. Check for any items the students may have forgotten. It is a long-standing tradition that the Eagle Escadrille leaves its area cleaner than before we arrived. Be ready to do this expediently as not to miss the bus returning to the school.
- Chaperones will accompany the Escadrille back to the buses – some in front to clear the way and some in back.

Instructions for Away Games and Contests:

Pre-game and game time activities will be the same as above, but chaperones assigned to ride buses with the students will have some additional responsibilities as follows:

- You **MAY** have to pay your way into a visited stadium or contests. While many schools allow chaperones in for free, many do not. Please be prepared to pay admission should it be required.
- Chaperones on each bus will be issued a clipboard, sign-in sheets, and a supply box. Make sure your bus box has all the required items. There will be a list in the box of its expected contents.
- A chaperone should be the first person to board the bus prior to departure and the last person off the bus (other than the driver) upon arrival.
- Chaperones ensure first that bus 1 and 2 are reserved for seniors, and the last 3 buses are reserved for Tallennes and Color Guard.
- Students will be expected to sign in using their correct name. Perform a head count to verify the number of names on the sign-in list match the number of students present.
- Students are required to remain seated at all times when on the bus. While we want our kids to have a good time, boisterous conduct or loud noises that distract our drivers will not be permitted. A polite request to 'hold it down' is often all that is required. If necessary be prepared to move to the back of the bus to provide a stabilizing presence among the students. If student's refuse to behave appropriately, report the situation to a director upon arrival.
- Remind students to remember their bus number. They must ride the same bus home that they rode to the game or contest. **NO SWITCHING!**
- Once at the Stadium, one chaperone can go to the stadium (if you are assigned seat cover or wiping down the bleachers duty you should go to the stadium first). One chaperone should remain with the bus until all students have departed. Perform a sweep of the bus to ensure nothing needed for the game (i.e. music, instruments or hats) has been left on board. Potty Patrol should be ready to escort any Escadrille members who need to use the restroom.
- After the game, one chaperone should leave immediately for the bus. A roll check will be made using the sign-in sheet when students have boarded. Students **MUST** have a note from **THEIR** parent/guardian if they are not riding the bus home. This note must be cleared by the student's director and clipped to the clipboard of each bus. You must see the parent they are going with. No sneaking off with friends.
- A chaperone or from each bus will report when all students are accounted for and the bus is ready for departure.
- Upon return to Allen HS, ensure that the students close all windows and place all trash in the trash bag provided. Check the bus for any forgotten belongings. Lost and found is in the band hall close to the door by the directors' offices. Make sure the sign in sheets and all items are removed from bus and placed in supply box, turn in all materials to the lead chaperone.

Remember, be flexible. Be prepared to “go with the flow” as we cannot always predict every situation we might encounter. Your good judgement and wisdom is PRICELESS!
“When in doubt ask.”

Thank you for contributing your time, energies, and patience for our OUTSTANDING kids! They are the BEST!