

Vero Beach Orchestra Boosters Chaperone Guidelines

Chaperoning the Vero Beach High School Orchestra events is a wonderful experience for everyone involved and these guidelines are to help each volunteer understand the expectations whenever there is an opportunity to supervise the students.

Emergencies:

- In an emergency, always contact the Orchestra Director first. In an **EXTREME** emergency, contact 911.
- The Orchestra Director and Head Chaperone should **always** be informed of any emergencies and incidents.
- Head Chaperones are selected for each event by the Orchestra Director.
- **Only** the Head Chaperone and Orchestra Director are permitted to dispense medications, and only after consulting the medical binder for the student's emergency medical permission information.
- The Head Chaperone **must fill out all the required information in the Dispensing Record section** of the student's medical permission form after dispensing medication(s). You are required to notify the parent as soon as possible by phone or in person.
- Chaperones must adequately supervise all activities, transportation and meals from breakfast until bed check each day of a trip.
- Chaperones must be aware of where the students in their group are at all times. If a student needs to use the restroom or leave the group for a legitimate reason, the buddy system must be used.

Basic Chaperone Procedures:

- If a chaperone has an emergency and cannot fulfill his/her duties, the Head Chaperone and Orchestra Director must be informed. The Head Chaperone will then arrange alternative chaperone coverage.
- Chaperones are NOT responsible for disciplining and punishing students. Legally, only the Orchestra Director has the authority to discipline students. Respectfully tell the students what to do. If they refuse to comply or misbehave, obtain the student's name. If the student is not known to you, please take a cell phone photo for identification purposes to show the teacher, and report the student to both the teacher and the Head Chaperone.
- Please arrive 15 minutes before the students are scheduled to arrive, and sign in.
- When supervising a group, chaperones need to be equally distributed among the students. Most incidents will occur at the rear of the bus and chaperones should spread out throughout the vehicle. When chaperoning either in the Green Room, PAC auditorium, or any other event, chaperones should be dispersed among the students. Please do not simply sit with the other chaperones.
- On buses, the Orchestra Director's policy is to seat boys with boys, and girls with girls.
- Prior to leaving the bus, chaperones should supervise the cleanup by students. Check to be sure that nothing has been left behind.

Adult and Youth Interaction

- Please encourage mutual respect.
- Follow the **Buddy System Policy** (one adult should **never** be alone with a student; always have another person present, preferably another adult or at minimum, another student.)
- The school district has a strict "**Hands Off**" policy. Allow the youth to initiate any forms of affection and physical contact in public, unless the student is in immediate danger.
- The Orchestra Director's policy of no "Public Display of Affection" (PDA) is in effect at all times: holding hands, kissing, hugging, sitting in laps are to be discouraged among ALL the students.

School District Policies

- Smoking, tobacco products and alcohol are not permitted by Indian River County School District Policy. Chaperones should not be drinking alcohol products prior to or during the event.
- Do not use profane or inappropriate language.
- Follow the planned itinerary and the Orchestra Director's instructions.
- Chaperones should not bring other children when supervising the orchestra students.
- Confidentiality is important (HIPAA: patient medical confidentiality federal law). Do not discuss or divulge a student's health issues or any information on the Emergency Medical Permission forms.