Chaperone Quick Guide

Document No.: QR-09-001 Effective Date: 05/2026

For band director use only

Purpose

This summary outlines **expectations, supervision standards, and emergency procedures** for all RRBA volunteers and chaperones participating in trips or off-campus events. Student safety and compliance with **NTPS and RRBA policies** are the top priorities at all times.

Supervision Expectations

- Volunteers and chaperones **must remain actively engaged** and aware of assigned students at all times.
- Students must **never be left unsupervised**.
- Supervision assignments (groups, areas, or duties) are determined by the **Band Director or designee** and must be followed as directed.
- Volunteers may **not substitute, reassign, or delegate** supervision duties without approval.
- Personal activities (phones, socializing, errands) must not interfere with supervision responsibilities.

Authority & Chain of Command

- The **Band Director** has full authority over all student supervision decisions during trips and off-campus events.
- Volunteers and chaperones act **in a support role only** and must follow instructions from the Band Director or designated staff.
- Concerns or incidents should be reported **immediately** through the established chain of command.

Emergency Response Reminders

In any emergency situation:

1. **Ensure student safety first**
2. **Contact the Band Director or the nearest staff member immediately**
3. Call **911** if there is an immediate threat to health or safety
4. Do **not** administer medication or medical treatment unless authorized and trained
5. Do **not** release a student to anyone without approval from the Band Director or school officials

Volunteers must follow all **NTPS emergency procedures** and cooperate fully with school staff and emergency responders.

Conduct Expectations

- Maintain professional, respectful behavior at all times.
- Follow all **RRBA, NTPS, and school district rules**.
- No alcohol, drugs, or impaired supervision.
- Confidential student information must be protected.

Acknowledgment

Participation in a trip or off-campus event confirms agreement to follow all **RRBA Volunteer & Chaperone Policies** and **Band Director Instructions**.

Printed Name: _____

Signature: _____ Date: _____