



**2008-2009**  
**Chaperone**  
and  
**Field Crew**  
**Handbook**

## 2008 Football Schedule

August 29	North Port	Home 7:30 p.m.
September 5	Venice	Away 7:30 p.m.
September 12	Ft.Myers	Home 7:30 p.m.
September 19	Lakeland	Away 7:30 p.m.
September 26	Booker	Away 7:30p.m.
October 3	Homecoming	Home 7:30 p.m.
October 10	Tampa Riverview	Away 7:30 p.m.
October 17	Manatee	Home 7:30 p.m.
October 24	Durant	Home 7:30 p.m.
October 31	Bay Point	Home 7:30 p.m.
November 7	Sarasota	Away 7:30 p.m.

**Play-Off Dates:** The Kiltie Band may play at all play-off games as long as our team is in the finals. Possible play-off games are.

Regional Quarter-Final	November 14
Regional Semi-Final	November 21
Regional Final	November 28
State Semi-Final	December 5
State Final	December 12-13

**CALL A CHAPERONE AT ANY TIME, DAY OR NIGHT, IF THERE IS AN EMERGENCY OR HEALTH REASON. THEY ARE ALONG TO HELP YOU HAVE A GOOD TRIP.**

### \*\*FOOTNOTE

Until such time The New Activities Association for Music publishes their guidelines, RHS will follow procedures set forth by FHSAA.

### What Do I Do If.....?

What do I do if I see a band member behaving inappropriately (this includes bad language)? Ask them to stop. If they do not stop or are rude in any way, get their name and fill out a chaperone discipline statement upon returning to the band room.

What do I do if I see a band member smoking while in uniform? Approach them, ask them to put their cigarette out, obtain their name and fill out a chaperone discipline statement.

What do I do if a band member injures another band member? Check the injured band member to make sure they are okay, seek medical help if necessary. Obtain the offender's name and fill out a chaperone discipline statement. If the injury is serious, find a Chaperone chairman and/or a band director.

What do I do if I suspect a band member of having alcohol or being intoxicated? Do a little investigation, obtain the student's name, advise band director and/or Chaperone chairperson. If you are on a bus, do not let anyone off the bus until you reach a band director.

What do I do if a band member tells me they are ill? We always have a nurse with us. Locate that person and turn the student over to them. Do not dispense any medication.

What do I do if a band member needs medical attention? Locate the Chaperone chairman, nurse, or band director. Do not contact the Rescue Squad unless it is a life threatening situation.

What do I do if a band member has food in the stands? Ask them to give it to you and throw it away.

What do I do if I have problems with someone in the crowd (non-band member)? Speak to one of the security personnel, either a Sheriff's Deputy or school personnel with a radio.

What do I do if a band member drops a uniform part? Locate a Chaperone or Chaperone chairman at the bottom of the stands and let them know. If you retrieve it yourself, do not return it to the student until you see the uniform personnel. Sometimes uniform parts get returned to the wrong person.

What do I do if I can't Chaperone after I have agreed to do so or I can't attend the meeting? Call the Chaperone chairperson.

What do I do if a situation arises and I'm not sure how to handle it? Ask the Chaperone chairperson.

**Be very protective of property in your room for you are renting it not buying it.** It is not yours to keep. DO NOT take hotel property under the guise of souvenir collecting. BE HONEST. Chaperone and room captains will inspect each room upon checking out of hotels. All students assigned to a room will be held jointly accountable for any damage or missing items. CHECK OUT THE CONDITION OF YOUR ROOM UPON ARRIVAL AND REPORT ANY PROBLEMS TO YOUR CHAPERONE. BE SURE YOU KNOW YOUR CHAPERONE'S ROOM NUMBER.

1. There will be other guests in the hotel; therefore, there must not be excessive noise and definitely no playing of instruments in the rooms. Do not run around or jump on the floors as these sounds can be distinctly heard.
2. **ROOM VISITATION:** At no time will there be boys in girls rooms or vice versa. You may not visit in the rooms other than those assigned to Riverview personnel.
3. Do not forget you are a guest in the hotel and that it is a public place of residence and not a dormitory. Never go into the halls or lobbies unless you are dressed in appropriate clothing.
4. Be certain that your hotel room door is locked every time you leave and don't forget your key. Your door should be securely locked before you retire and opened only to talk with a Chaperone.
5. Curfews will be set each day. Anyone late for curfew faces disciplinary action. You are to be in bed, lights and TV off, within 45 minutes after curfew. You must not leave your room after curfew until the next morning. If you request room service, all deliveries must arrive before curfew or delivery will not be permitted and you will still be charged for the service. Remember that room service is usually slow and costly.

### **Etiquette Rules**

- If you are awake early in the morning, do not disturb others who may need to sleep.
- You will have daily maid service, but you must keep your room as neat as possible at all times. Keep your belongings in a suitcase, dresser or closet.
- There is a charge for phone usage. Long distance calls will not be available. If you call home, **CALL COLLECT**. Be certain that you and your parents are aware of the time difference when considering long distance calls. Bring cell phones or calling card. **ALSO**...do not make room to room calls unless absolutely necessary as some of the hotels are not staffed in such a manner as to be able to handle a large number of such calls at one time.
- You are not permitted to swim unless a Chaperone is present.
- **READ DIRECTIONS CONCERNING FIRES** and learn what you should do if such a situation occurs.
- Do not leave valuables, especially money, in your room when you are out, carry them with you.
- Do not hold elevator doors open for others on whom you may be waiting, and do not press any buttons other than your own floor or the lobby.

## **Thank You!**

Welcome and thank you for volunteering and accepting a very important responsibility of Chaperone/field crew for the Riverview High School Kiltie Band.

We play an interactive part in helping to coordinate and assist in all Kiltie Booster activities.

Our goal is to allow all volunteers to share equally in the different Kiltie functions.

If you have any questions, please ask any of us, we will be glad to help. We are looking forward to a great year!

### **Chaperone/Field Crew Committee:**

Glenda Padgett	{ Chaperone }	925-3175
Rick Allen	{ Chaperone }	356-6200
Michael/ Karine Hudlow	{ Field Crew }	926-0231

### **Contents**

- General Guidelines
- Field Crew Guidelines
- School District Policy
- First Aid Guidelines
- Sarasota School District Chaperone/Field Crew Policy
- Sarasota School District Volunteer Screening Procedure
- State Association and Draft Riverview High School Policy

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Mark Spreen, Music Director

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Linda Nook, Principal

## What is a Kiltie Chaperone?

1. Chaperones are an integral part of any successful organization. Their efforts and cooperation cannot be measured in terms of appreciation.
2. The Official Kiltie Chaperone is a liaison between the Students and the Staff. It is the responsibility of each Chaperone to report any misbehavior of conduct directly to the Kiltie Chaperone Chairperson or directly to a Band Director, depending on the severity of the offense.
3. The purpose of a Chaperone is to offer assistance at the Kiltie Band functions. Chaperones are expected to help maintain discipline by requesting the Kiltie Band member to refrain from improper conduct. At such time as a Kiltie demonstrates defiant behavior, a chaperone discipline statement should be filled out and given to the Staff.
4. Chaperones are used for football games, concerts, parades, festivals and many other functions.
5. Riverview High School is a member of the Florida High School Activities Association. It is the responsibility of Ms. Linda Nook, Principal of Riverview High School, to enforce the rules and regulations set forth by this organization. We also abide by rules and regulations set by the State Department of Education, Sarasota County School Board, and Riverview High School.
6. All school sponsored activities sanctioned by the Florida High School Activities Association designate that Chaperones and students **MUST ABIDE BY THE SAME RULES AND REGULATIONS!**
7. A Chaperone must be a Kiltie Booster Member, complete a Sarasota County Board Volunteer Form, and complete Kiltie Chaperone training.
8. A Chaperone should volunteer for football games, trips, concerts, and festivals. Please do not volunteer for games and trips only, enjoy the full experience.

## Kiltie Chaperone/Field Crew Uniform

The Chaperone uniform consists of a maroon Chaperone shirt that you purchase from the Kiltie Boosters. Pants, shorts or skirt will be tan, khakis, or black in color. Nametags will be provided. Parade uniform is a Chaperone shirt, black pants, black shoes, and black socks. Any variance from this uniform will be announced in advance.

The Field Crew uniform is the same as the Chaperone's except at some concerts where all black is required back stage.

## Kiltie Chaperone/Field Crew Information

1. A Chaperone is a responsible adult who is willing to supervise and to care for the general welfare of the students.

the consent of the person in charge of the trip. The drinking of alcoholic beverages at any time during the trip is just as much out of place as during a regular school day.

2. Chaperones should keep an accurate check on the members assigned to them at all times. At no times should students just be "turned loose."
3. A curfew will be set by Chaperones and all members of the group will be notified. The time should allow a reasonable amount of time after the close of the last planned activity. Activities will not be planned to last after 11:00 p.m. and the curfew should be set no later than 12:00 a.m.
4. When any mixed group travels at night, the Chaperones will announce a curfew hour and after this time there should be segregation of sexes.
5. Chaperones should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the Chaperones are reasonably sure that the groups are quiet and in their rooms.
6. Chaperones should be sure to have all rooms checked before leaving hotels and motels so that damages, if any, can be determined immediately.
7. Policies are of no value unless they are rigidly adhered to. It is not a matter of discretion on the part of the Chaperones as to whether or not established rules are followed. Regulations once decided upon should be carried through.

## Field Trip Student Participants

1. Students should wear appropriate clothing as per school dress code.
2. Smoking shall be prohibited.
3. Students should engage in school activities of a group nature only. Under no circumstances will social dates involving students be allowed.
4. Hotel rooms are bedrooms. Under no circumstances should students of opposite sex visit, play cards, or entertain guests in their hotel rooms. If a student is to entertain a visitor, he/she should check with his/her Chaperone and receive permission to do so in the hotel lobby or parlor.
5. No student should be permitted to visit relatives or friends while on the trip without previous arrangements by his parents with the person in charge of the field trip and the Chaperone.
6. When a student is assigned to a group or Chaperone, he/she is to remain with the group at all times unless he/she has made special arrangements. Students should return with the group unless other traveling arrangements are made prior to the time of departure.

## Hotel Rules and Regulations for Band Students

1. Every student room will be assigned a Chaperone. **It is your responsibility to inform your Chaperone of your whereabouts when you plan to be away from the hotel.**
2. **Room Captains:** Each room will be assigned a room captain who will have various responsibilities, such as the security of room keys, etc. The room captain will make certain that the actions and conduct of the room members are up to the standards of the "Kiltie Band". He/she will see to it that the noise levels are kept to a minimum including radio and TV. Any room problems or illness must be reported immediately to a Chaperone.

## State Association Guidelines and Riverview High School Guidelines for Trips

### Principal

1. When possible all Chaperones should be teachers. Other approved adults may travel with the group as Chaperones when a sufficient number of teachers are not available. It is strongly recommended that the person in charge of the trip (field trip sponsor) shall be a teacher. No other individual, adults or students should be allowed to travel with the group. It is recommended that there be at least one Chaperone for ten (10) students.
2. Travel in private cars should be avoided as much as possible. Driving into the early morning hours to return home should be absolutely prohibited.
3. If more than one group from a school is going to the same activity, all should adhere to the same general regulations.
4. If a group includes members of each sex, there should be Chaperones from each sex or arrangements made with a Chaperone from another school so that responsibilities may be shared.
5. The principal or his designee should make it a point to talk with the student group prior to departure, stressing the responsibility of the students as representatives of the school and making sure that they understand and agree to the regulations.

### Field Trip Sponsor

1. No student should be allowed to accompany a group on a field trip until he/she has agreed to abide by the rules and has submitted the written consent of the parents for his or her participation in the activity.
2. The field trip sponsor should arrange a meeting of Chaperones well in advance of the departure so that all parties understand the assignments and regulations. Students who are participating in the activity should be thoroughly indoctrinated as to the rules and regulations and the responsibilities of the Chaperones prior to departure.
3. Reservations should be made early enough to insure satisfactory housing of the pupils from a Chaperone's viewpoint. Reservations should be made well in advance of departure with complete plans for transportation within the city, plans for meals, etc. finalized. These arrangements are the responsibility of the field trip sponsor and should not be undertaken by the students. They should be confirmed in writing if made by telephone. Consider the following items when making such plans:
  - a. Housing should be in a standard hotel, motel, dormitory, or other such recognized facility.
  - b. All students in the charge of a particular Chaperone should be housed together.
  - c. Attempts should be made to have all students of the same sex housed in continuous rooms.

### Field Trip Chaperone

1. Teachers and other adults who assume the responsibilities for Chaperoning a group of students on an out of town trip should recognize that they are assuming a twenty-four hour a day responsibility from the time they leave until they return. At no time may Chaperones make personal plans except with

2. It is requested that a Chaperone participate in a concert, parade, or other band functions in addition to football games.
3. Chaperones will be on duty at all times unless otherwise excused.
4. Each Chaperone will be assigned not more than ten (10) students on any occasion.
5. The director will assume Chaperone duties only if necessary.
6. Field Crew members are able to substitute as Chaperones.
7. The use of alcohol and tobacco are prohibited when serving as a Chaperone and/or participating in a school related event...this includes travel.
8. Chaperones are to see that students stay in full uniform. The rule of thumb is "all uniform or no uniform."
9. Chaperone seats are on the right side of the band and on the left side of the dance and guard, creating a barrier from the crowds. Chaperones may not eat in the stands except during third quarter.
10. Chaperones are to spread out during third quarter and Kilties are not permitted beyond the "bathroom area."
11. ONLY Kiltie band members and assigned Chaperones are permitted in the band area bleachers.
12. In the event that a student will not cooperate with the regulations established for the event, the Chaperone may use a chaperone discipline statement. This form must be turned into the music department office no later than the end of the following school day. A maximum of three statements will be equal to a school referral and will be reported to the school office. Any infraction, short of drug and alcohol, smoking or causing someone else injury can wait until after the event and be filed on a chaperone discipline statement.
13. Chaperone/Field Crew must follow security-screening procedures per Sarasota County School Board Procedure.

## Home Football Games

1. All Chaperones are required to attend the pre game meeting. The meeting will be held promptly at 6:00 p.m. for home games and will be held at the time students are instructed to meet for away trips. The meeting is mandatory, as Chaperone assignments will be given. After the meeting Chaperones will assist Field Crew as needed, or assist the uniform chairperson as needed.
2. All Chaperones will escort the band to the Ram Bowl, however, once inside the gate, some Chaperones will be asked to go directly to the stands to prepare water for the kids as they get off the field.
3. Designated Chaperones will assist throughout the stadium and behind the back concession stand for Kilties and Visiting Band members.
4. In escorting the band to and from the Ram Bowl, it is necessary to spread out, single file, along the band to make sure that NO ONE walks in between the band rows.

## Away Football Games

1. There will be a chaperone bus captain on every bus. If there is a discipline problem with a student on the bus, the Chaperone may use a chaperone discipline statement to report the incident. However, the bus captain will be asked for his or her input on the situation as well.
2. School bus drivers have the right to refuse people the opportunity to eat and drink on the bus.
3. Bus cleanliness is part of the evaluation of each driver. Students may bring their own food and drink; however, the bus MUST be left clean.
4. Chaperones are asked to help in the loading and unloading of equipment and luggage.
5. It is everyone's obligation to be on time and report at least 30 minutes before the bus is scheduled to leave any point, unless otherwise instructed.

### **BUSES WILL LEAVE ON TIME!**

## Kiltie Band Field Crew

The Field Crew serves the band in the following ways:

### Home Games:

- Transports large band equipment from the Band Room to the Ram Bowl prior to the game.
- Gets ice and fill water coolers for Kilties and the visiting band.
- Moves podiums, pit instruments, and dance drum to the sideline for pre-game and halftime.
- Transports equipment back to the Band Room after the game
- Rope of space for visiting band and the Kiltie Band.
- Away Games:
- Assist in loading of all equipment on the buses prior to leaving RHS.
- Ride the buses to the game.
- Upon arrival at the opponent's stadium, assist in unloading of equipment from buses.
- Ropes off section in the opponent's stadium for the band.
- Transports large band equipment from the buses to the stadium.
- Gets ice and fills water coolers for the Kilties.
- Moves podiums, pit instruments, and the dance drum to the sideline for pre-game and halftime.
- Assist in loading the buses.

6. The Human Resource Department will transmit the information to the Florida Department of Law Enforcement for background screening.
7. A district committee will review the FDLE report and, if the individual has been approved, will inform the principal via the AS400 (Panel E18-Human Resources).
8. Those individuals not subject to mandatory or random background checks will be classified as approved with limited access.
9. Principals will be notified by HR of those individuals who have undergone an FDLE background check and have not been approved to volunteer.
10. Principals will mail one of four letters to the individual.
11. The school SRO is not to be involved in the process. It is beyond their scope of responsibilities.

## General Rules Public Appearances and Trips

ALL BAND STUDENTS ARE REQUIRED TO HAVE PROPER UNIFORM AS PRESCRIBED BY THE DIRECTOR (S).

1. While representing Riverview High School, both within and without the community, students are under the jurisdiction of all stated and implied school policies.
2. Schedules are to be followed; arriving late to any scheduled activity will be considered an unexcused tardy.
3. Any time the student is in public, they must be dressed in accordance with the school dress code unless otherwise specified. Forgotten uniforms, or parts of uniforms, will result in non-participation, but may not exempt one from being in attendance at the function. Frequent infractions may result in dismissal from the performing organization.
4. When a Kiltie is not involved with the band activity, they must be in a group of at least four (4) band members.
5. When a student has been assigned to a group or Chaperone, he must travel and remain with that group at all times unless other arrangements are made prior to the time of departure. FHSAA requires a minimum of one (1) for each group of ten (10) students or less.
6. No student is to visit relatives or friends while on a trip without previous arrangements by his parents (or guardian) with the directors.
7. **Motel/Hotel rooms are considered bedrooms. Students are not to visit in rooms of students of the opposite sex.** Students must remember that they are guests of the Motel/Hotel. The Motel/Hotel manager at the conclusion stay sends a report on student conduct (including damage done) to the FHSAA.
8. Do not use phone or pay for view TV in a frivolous manner. Motel/Hotels charge extra fees for use of phone and TV.
9. Curfews as set by directors or Chaperones in charge must be adhered to. They are for the student's protection and are necessary for the welfare and reputation of the organization.

Call transportation for a sub-driver or combine students on other buses. Secure bus and leave in a safe area.

- g. In the event the bus breaks down, the driver will notify transportation and the Chaperone will notify the school.
  - h. Food and beverages may be permitted at the discretion of the school providing the privilege is not abused. (Athletic and competition field trips only).
  - i. The Chaperone is responsible to insure the bus is clean at the end of the trip.
  - j. Chaperones should be aware of any student with special medical problems.
  - k. Radios may be allowed at the discretion of the Chaperone so long as they do not become a safety problem. Use handsets ONLY!
  - l. Equipment or baggage may not block safety exits/aisles; all equipment/baggage must be secured.
  - m. Please remember riding in a school bus in the state of Florida is a privilege – failure to comply with the school or transportation rules could result in the loss of that privilege.
  - n. Drivers must obtain permission from the head Chaperone to leave the bus or leave with the bus. Chaperones must be aware of the driver's whereabouts at all times.
1. Non-prescribed use or the possession of alcohol or drugs in any form is absolutely prohibited. Violation may result in immediate expulsion from the organization with loss of all honors, awards, and credit, as well as suspension or expulsion from school. Smoking is not permitted.
  2. All financial obligations with the organization must be cleared before leaving on a trip.
  3. If it is found necessary to send any student home for infraction of policies, the student will be responsible for any extra expenses incurred.

## Summation of Volunteer Screening Procedures

1. All volunteers must complete a PALS Application every year at every school in which they volunteer. Including PTA/PTO, Booster club parents, extracurricular clubs, etc.
2. PALS Applications are to be entered into the computer at the Main Office or Music Department secretary office (special arrangements need to be made with her).
3. All PALS Applications will be screened.
4. Individuals, who checked yes on their application under previous conviction, will have mandatory background checks.
5. Individuals who want to work one-on-one with students as mentors, tutors, listeners, etc., or want to be field trip Chaperones will also have mandatory background checks.

- Rides the buses back to RHS.
- Assist in unloading of all equipment upon return to RHS.

### Miscellaneous:

- You must purchase a Field Crew shirt. These shirts MUST be worn while serving on the Field Crew.
- Name badges will be provided. These should be worn at all times when serving on the Field Crew.
- A Field Crew schedule will be mailed out prior to the first game, indicating which games you are scheduled to work.
- Field Crew may also be asked to help with other events during the year, such as marching festival, spring concert, or at other special performances.

## Football Game Regulations For Band Members

- Students must remain in assigned seats during the game.
- Unauthorized playing is prohibited.
- No Kiltie will participate in cheers of questionable taste, nor act in any manner as to bring attention to them or to the band in a derogatory way.
- Be silent when requested.
- Return to the stands immediately after the performance.
- Because of possible damage to uniforms and instruments, no food or drink (other than water provided by Chaperones) is allowed in the stands.
- Band members will be permitted to get refreshments during the third quarter at the back concession stand. **Band members are not allowed at the front concession stand.**
- Band members must be ready to play prior to the end of the third quarter. Be in the stands before the buzzer.
- No one but uniformed band members and Chaperones are allowed in the band section of the bleachers.
- Smoking is PROHIBITED any time the band is in uniform. The Ram Bowl is a smoke-free facility.
- There will be neither possession nor consumption of alcoholic beverages or non-prescription drugs at any time. Violation of this rule may result in immediate school suspension, possible withdrawal from school, and referral to the appropriate law enforcement officials. Violators of this rule will also be sent home at their parent's expense.
- All band members must ride the buses to and from the games and concerts unless excused by the Band Directors. The excuse must be in the form of a written note from a parent and approval by the band director must be received prior to the end of the school day.

## Bus Conduct for Band Students

1. Maintain normal speaking voice level at all times.
2. Cheering should be limited to the stands or actual event.
3. Bus assignments will be made at least two days prior to performance.
4. Bus changes are not acceptable.
5. All band and auxiliary members are to ride the band buses except in the case of an extreme emergency.
6. Written permission must be given to the Directors prior to the performance for any member to leave the performance site with anyone other than on band buses except in extenuating circumstances. Band members may leave with parents only.
7. Chaperone bus captains will be assigned. They are responsible for final check of buses, i.e. bus windows, trash, lost articles, instruments, etc. Other chaperones are also to help the captain in any way needed.
8. All articles, body parts, and comments are to be kept inside the bus at all times, no exceptions.
9. All members are to stay in their seat after the bus is underway.
10. Students should be in originally chosen seats for roll call.
11. Roll call on all buses will be by Chaperones.
12. All instructions from officers, drivers, or Chaperones will be adhered to without comment. Grievances may be filed in writing with the Band Director the following school day.
13. Officers are the liaison between Directors and band members. Their instructions are to good judgement and discretion according to the situation.
14. Instruments are transported in cases. Flags and other equipment will be carried in their cases as well. Uniform parts will be transported in appropriate containers, i.e. hanging bag, hat container, etc.
15. All Sarasota County regulations regarding bus travel are in force on all band trips and must be adhered to. For further information see rules and regulations on file in the RHS Administrative offices.
16. Obscene language is not allowed.

## Important First Aid Notes

The following is a brief summary of first aid information for treatment of heat-related injuries and insect bites. We always try to bring a medical person with us to all functions and there are paramedics available at all football games.

### Heat Emergencies

On hot humid days with no breeze, the heat may affect anyone. People who are especially susceptible to extreme heat are the very young and the very old, the chronically ill, the overweight, those who work in hot places, and athletes. They may suffer heat stroke, heat exhaustion, or heat cramps.

**Heat Exhaustion:** Normal temperature, profuse perspiration, pale, clammy skin, weakness, nausea, dizziness, etc.

- Remove heavy clothing and relocate the patient to a cool environment.
- Take body temperature.
- Initiate external cooling with cool compresses placed in areas where blood vessels are close to the surface, i.e. neck, armpits, and groin area.
- Give victim ½ glass of water to drink every 15 minutes if he/she is conscious and can tolerate it.

These steps should bring improvement within ½ hour  
Notify parent and advice of medical care.

**Heat Stroke:** High body temperature, red-hot dry skin, no sweating, rapid pulse.

- Quickly move the person to an air-conditioned room.
- Place ice packs in area of the neck, armpits, and groin.
- Notify principal and parent and arrange for medical care (call 911).

**Heat Cramps:** Muscular pains and spasms due to heavy exertion. They usually involve the abdominal muscles or legs. It is thought that the loss of water and salt from heavy sweating causes the cramps.

- Get the person to a cooler place.
- Give him or her ½ glass of water every 15 minutes for an hour.

## Sarasota School District Chaperone Bus Policy

1. THE DRIVER IS RESPONSIBLE FOR THE SAFETY OF THE VEHICLE. Student concerns should be referred to the head Chaperone.
2. Keep your seat at all times that the bus is moving.
3. Keep arms and heads inside windows.
4. Unnecessary conversation with the driver is dangerous. Please remain quiet.
5. Pupils must be on time. The bus cannot wait for those who are tardy.
6. Absolute silence at all railroad crossings.
7. Use of profane or obscene language is prohibited.
8. No student is allowed to exit through the "EMERGENCY DOOR" unless instructed by the driver to do so.
9. The Chaperone/coach is expected to perform the following:
  - a. The Head Chaperone on each bus will introduce himself/herself to the driver and will sit in the front seat (opposite driver).
  - b. Have list of all students riding his/her bus.
  - c. Insure all students are present or accounted for prior to departure of the bus.
  - d. Be responsible for student conduct.
  - e. School rules and regulations apply on all trips made in a School Board vehicle.
  - f. In the event the driver cannot drive, a person holding a current Florida School Bus Driver's License may drive the bus.