

## Spartan Lyrical Society Guideline

**Number:** Guideline xx

**Version:** 00

**Title:** Chaperones for Rehearsals/Performances

**Status:** Approved April 2016

**Description:** This procedure describes the guidelines for chaperoning.

**Relevant Bylaws:** None

**Guidelines:**

### Rehearsal Chaperones:

#### **Arrival:**

- Chaperones should arrive 15 minutes before rehearsal time.
- On school days, chaperones should park at the back of the school or along the soccer fields to avoid the bus lines during dismissal.
- Chaperones should check in at the office upon arrival. The chaperone will be issued a name tag; if it's the chaperone's first time, the chaperone will need to provide a photo ID. Once the name tag has been issued, the chaperone should head back to the chorus room (M101).

#### **Chaperoning:**

- **Attendance:** Pick up the Attendance Sheet from the "Drama Box" and have the kids sign in as they arrive for rehearsal.
- **Snacks:** Many of them will be having a snack in the hallway before rehearsal begins. Only water is allowed in the chorus room. Make sure students are cleaning up after their snacks.
- **Downtime:** Once rehearsal begins, the chaperone's job is to make sure kids are supervised if they are not working with one of the directors / choreographer. Encourage kids to get homework done, or to buddy up and run lines/work through music with each other.
- **Whereabouts:** Students may work on lines/music in the hallway if Mrs. Metcalfe is working on music in the chorus room. However, they must be just outside of the chorus room, NOT down the hallway. Kids should not wander out of the area in case they are needed on stage or in the gym. They must leave a clear path so that other teachers and students can walk up the hallway. Chaperones should control number of kids going to restrooms, one or two at a time.
- **Noise Levels:** There should be no running in the hallways or loud screaming that could be distracting to other Drama kids or dance kids. Noise must be kept down so as not to disturb other students working with Mr. Norris or Mrs. Renn.

#### **Dismissal:**

- As students are dismissed from rehearsal, chaperones should walk them to the front of the school and wait with them until they are picked up.

**Performance Chaperones:** Chaperones will be assigned a specific station during each performance. All show performance chaperones must be cleared through the online Chaperone/Volunteer Background Investigation.

**Green Room Chaperone:**

- Chaperone stays in the Green Room and makes sure kids are quiet and waiting for scenes. Students need to be in the backstage room or on the wings waiting to go on stage. Occasionally, chaperones should check the halls to make sure kids are not lingering there. Chaperones can assist costume moms and prop managers as need arises.
- Cast members may use the bathrooms. Encourage the students to go before the show and at intermission. No one with a microphone on them should use the bathroom. During the performance, students can use restroom if they are 3 songs away from the next time they are on stage.

**Front door Chaperone** (bring a book!):

- The front door chaperone will arrive early in order to allow cast and crew to enter the building.

**Cast and Crew Entrance Chaperone**

- Sit in main hallway, just past gym entrance. No one except for cast and chaperones is allowed back into the dressing / green room **at any time**.
- During intermission, the cast is not allowed into the lobby / hall area (through the double doors in the main hall (near the intersection with A hall).
- Sometimes a family member will ask that something be passed to a performer; the chaperone can take the item(s) to the performer, but the family member cannot go back into the green room.
- Costumed students should not enter the lobby (until after the show)!

**Required Forms:** Chaperone/Volunteer Background Investigation form is available online at [aacps.org](http://aacps.org).

Click on Parents, then on Forms. Pn bottom right side of screen, under Miscellaneous, select:

- Chaperone/Volunteer Background Investigation Application
- Once completed, the form should be submitted online.

**Amendments:** Any board member can draft an amendment to these guidelines, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.