

# Diamond Ranch High School

## *Instrumental Music Department*

### Chaperone Guidelines

Your help is greatly appreciated by the directors, staff and boosters. You are an important part of the music department and we truly could not make trips or have any events without your support.

- Please arrive 15 minutes before the assigned student arrival time. Report to the Head Chaperone for bus assignment and/or any other duties.
- You are to supervise the students at all times except when the band/orchestra/colorguard is in rehearsal, in uniform or otherwise with the staff. At those times you are free to go and relax, although make sure you are available should something arise.
- Students should wait outside the bus until told when to enter. Generally, we have a boys bus/girls bus and one mixed bus. You should be given a student list of who's on your bus. Please mark students who are not in attendance. This will also give you a chance to meet the students. An assigned student leader will count the number of students on your bus. This is critical prior to leaving Diamond Ranch and before returning to school.
- Once the trip begins, future attendance counts will usually be taken on the bus. A head count will suffice, if you are *sure* all the students on your bus are assigned to your bus.
- The Head Chaperone or Mr. Ruiz will check with all buses to make sure all students are accounted for and ready to leave.
- Everyone has a different approach to handling behavior and discipline but we would like to keep some uniformity in the chaperones' approach. Please *take a positive approach* in working with the students. They are basically good kids and usually respond well to a *polite but firm directive*. An overzealous chaperone can make for a difficult situation for all. Please do not hesitate to notify Mr. Ruiz for any occurrence you feel uncomfortable addressing or handling.
- The *Rules for Band Trips* are in the band/orchestra book. Please insist they are followed. Bus Rules are usually posted and include staying seated and keeping arms inside windows (if open). Seek the assistance of the older students and leaders in setting a good example.
- Chaperones of course must follow the same rules as students, including no smoking or drinking, for the duration of the school trip.
- Please do not hesitate to contact the Head Chaperone or Mr. Ruiz if you have any questions.
- Thank you so much for helping!