**Chaperone Guidelines**

Your help is greatly appreciated by the directors, staff and boosters. You are an important part of the band team and we truly could not make trips without your support.

* Please arrive 15 minutes before the assigned student arrival time. Report to the Head Chaperone for bus assignment and any other duties. Get the bus list at this time.
* You are to supervise the band members at all times except when the band 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 seniors load first, juniors next, etc. Take attendance from the bus list as they enter. This will also give you a chance to meet the students. Count the number of students on your bus. This is critical.
* Once the trip begins, future attendance will usually be taken on the bus. A head count will suffice, if you are *sure* that all the students on your bus are assigned to your bus.
* The Head Chaperone will check with all buses to make sure that 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.
* The *Rules for Band Trips* are on the next page. Please insist that 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, even if out of sight.
* Please do not hesitate to contact the Head Chaperone or band director if you have any questions.
* Thank you so much for helping!