



## Chaperone Duties & Instructions Acknowledgment

Thank you for volunteering your time for our instrumental music program! Your assistance is appreciated. Below is a set of duties and instructions to follow when chaperoning our students.

1. Follow all instructions provided to you by the music director & staff. You are expected to stay with your group of students for the entire event.
2. Assist the music director and student leaders by taking roll prior to departure from ETHS, performance sites, any stop-over requiring boarding of the bus, and other times as appropriate or instructed.
3. Ensure that students remain seated with arms inside the bus and do not become rowdy.
4. While at the event, our students are to be courteous to the other bands at all times. No disruptions, yelling or walking around while the other bands are performing. They are to give the other bands the courtesy that they would expect for themselves.
5. When arriving at destinations, students are to remain on the bus until they are instructed otherwise.
6. Assist with logistics and other issues at the event site, including the loading, unloading and movement of equipment and props.
7. If a disciplinary issue arises with a student, contact the music director immediately.
8. If basic first aid is necessary, please contact the First Aid Coordinator on your contact list. Check the medical log for restrictions for that student before administering any medication, and record the administration of any medication in the log. Be on the alert for any allergic reactions.
9. Prescription medications taken by students are required to be administered by a parent/chaperone. If medication is administered on a school trip, it must be recorded in our medical log, even if it is an over-the-counter medication. In the front of the medical log, there is a list of students with allergies/health issues.
10. If an emergency occurs, contact the music director immediately for further instructions. **If appropriate, dial 911 or notify event security first.** If necessary, travel with a music director and student to the hospital.
11. The use of foul language, in any form, around our students is unacceptable.
12. Refrain from public criticism of individuals, including staff, students, directors, administrators, competitors etc.
13. Due to SVUSD insurance guidelines and liability limitations **NO SIBLINGS are allowed to travel on the bus with parent chaperones.**
14. All school and district rules apply on our trips.

***If you have nothing to do, just ask! We always need plenty of help.***

With your assistance, the El Toro Music Program trips will be fun and memorable experiences for students and parents alike! Thank you for giving of yourself to make this a successful program.

***If you have any questions, please contact***  
Leslie Welton (949) 275-7112 or June Renna (714) 651-5927

Please detach the form below & sign to indicate that you have read and understand the above duties and instructions and agreed to by abide by them. Please keep this top portion for your reference.

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**I have read and understand the ETHS IMPB Chaperone duties & instructions:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name (Chaperone): \_\_\_\_\_

Your Student's Name : \_\_\_\_\_

Chaperone cell phone #: \_\_\_\_\_

Chaperone email: \_\_\_\_\_

\*Your signature will be valid from July 1, 2023- August 1, 2024.

*Please return the bottom of this form to the Booster Mailbox in the ETHS Music Room.*