

Music Department Trip Chaperone Responsibilities

1. To understand the philosophy of the trip and to carry out the responsibilities with the welfare of the students being the prime consideration;

Trip Philosophy

- The trip provides students with an opportunity to perform, and to put into practice, the theories of music learned at school during the year.
 - Students and chaperones learn about a sense of unity with our musical groups, about how the individual performance and behavior contribute to the music program, and how the total efforts of everyone affects the individual.
 - The trip provides a positive, musical, and educational experience for everyone.
 - All participants are rewarded for all of their hard work with a chance to build pride and self-respect while enjoying the fellowship of others.
2. To approach chaperone responsibilities as an advisor rather than a disciplinarian or policeman;
 3. To enjoy the company of the students, share their activities, conversations, and have a good time; Chaperones should get to know as many students as possible;
 4. Remind students of the trip regulations rather than disciplining the student(s);
 5. Provide an explanation of the trip rules to the students when necessary;
 6. Do not become involved in an argument with any student;
 7. Never touch a student as discipline or restraint;
 8. Students who do not respond to instructions, who are disrespectful, or who must be repeatedly spoken to, must be referred to the directors;
 9. Directors will handle all disciplinary measures;
 10. Notify a director if a student is emotionally upset;
 11. Chaperones will assist with group controls on the buses, in restaurants, restrooms, at the hotel, and on group tours;
 12. Chaperones must always be the first in meal lines and finish early so that they may supervise bus boarding. Staff will be the last to eat and make a final check of restaurants before departures;

13. Help load and unload equipment and luggage on buses.
14. Prior to a performance, assist students with uniform problems, instrument cases, and personal effects (glasses, watches, etc.)
15. Each chaperone will be assigned specific student rooms to inspect in person (NOT via text) each night at bed check, and in the morning of final checkout. Each student must be seen. Periodic room checks may be made if misuse of the room is suspected;
16. Outside interference by non-music individual should be reported to the directors, head chaperones, and hotel management;
17. Chaperones should be familiar with all of the trip regulations and time schedule. Chaperones should review the upcoming day's entire schedule and any change in plans with their students along with any student's questions at bed check;
18. Make frequent trips up and down the aisles of the bus to check on the students' activities;
19. Chaperones should check the bus bathroom. The bus bathroom is to be used only in emergency situations;
20. Chaperones should assist the students in keeping the buses clean;
21. Keep the students on the bus until the director gives instructions;
22. Chaperones must abide by all of the same trip rules and regulations that apply to the students. Chaperones are to set a good example for the students;
23. Chaperones must be adaptable and ready to assist in any way at the request of the Directors and Staff.

General instructions for all participants

1. All organized activities are MANDATORY. Never leave an area of activity without the consent of a Director.
2. Everyone is trusted to use scheduled free time properly. Abuse of this trust is contrary to the spirit of the trip, and only results in added restrictions.
3. Use common sense! Cooperate, be considerate, and do your best!
4. All Baldwin-Whitehall School District policies and code of conduct regulations are in place throughout the duration of the trip.