



West Salem High School Choir Department
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West Salem Choir-Rules of the Road-Overnight Trips

Chaperone Information

GENERAL INFORMATION

Chaperones are assigned to a group of 6-8 students to keep track of for the entire trip. The students will typically be in the same hotel rooms. Chaperones will get student phone numbers of their assigned students and stay in touch with them for the duration of the trip. Students must always be with a "buddy." If found wandering around alone, YOU, the chaperone get to be their buddy. We are providing breakfast for the students. Jacque Jacobs is the go-to on food. Chaperones will help get that set up breakfast.

BUS RIDES

- Directors sit in the front of the bus
- Chaperones should sit somewhere near the middle of the bus.
- A designated medically trained Chaperone will keep all medical forms while on the trip.
- The student bus captain should bring several large plastic garbage bags.
- The student bus captain takes role each time we load.
- Students need to be respectful at all times (to each other, to the chaperones, and to the bus driver).
- Students cannot use a stereo or mp3 player unless they have headphones (no exceptions)
- All DVD/movies played on the bus must be rated appropriately and be approved by the director.
- The student bus captain will help manage the bus rides. This captain will pass the garbage bags around the bus at all stops before we unload. The bus should be cleaned before students exit the bus at any stop or unloading time.
- Dating Couples are allowed to sit together on the bus.
- PDA (Public Display of Affection) is not allowed. This means no cuddling, kissing, etc. For the first offense, ask them nicely to stop. For the second offense, tell them to stop or they will be separated for the rest of the trip. Holding hands is okay. Arm around the shoulder is okay. No sharing blankets.
- Coordinate random strolls through the aisles between the chaperones. Look for the messy areas, PDA, disrespectful behavior, stereos with no headphones, etc.
- Inform the director if any problems arise. Deal with the problem first (as much as possible), then contact the director to keep her informed.
- No yelling on the bus. Conversations should be kept to seats around them.

HOTEL STAYS

- Students need to be respectful to all hotel employees and guests.
- Students cannot go into any room of the opposite sex.
- Students cannot hang out in hallways or carry on conversations in doorways.
- Students are allowed to hang out in lobby/pool areas, but need to carry on normal conversations.
- Students may not use any "paid for" items in their room.
- Students need to avoid letting their doors slam shut.



- When the itinerary says “All in Rooms,” this means that students must be in their assigned rooms and cannot leave again for any reason. Chaperones begin room checks shortly after this “All in Rooms” time.
- When the itinerary says “Lights Out,” this means students must be quiet, stay in rooms, and have all lights out.

NIGHTLY CHAPERONE/DIRECTOR MEETINGS

- These meetings are scheduled before room checks. We will go over any last minute details or changes to the itinerary. We will also discuss any issues that came up from bus rides or previous hotel stays. We will meet at a designated location right after “All in Rooms” and just before we start room checks.

ROOM CHECKS

- Chaperones need to account for everyone that is supposed to be staying in that room. Switching rooms is not tolerated. Take role and physically see each student. Inform that once the door is shut, it needs to remain shut for the rest of the evening. Go over the itinerary for the morning. Inform them what time “Lights Out” will be.
- Once you close the door, tape the door jam with blue tape.
- After all the rooms have been checked and cleared, take turns randomly strolling the halls. If any blue tape is broken, notify the director immediately.
- Go to bed at a decent hour. Hallway strolls do not need to be made throughout the night. If there is a problem, hotel security will notify the director.

OTHER

- If you have any concerns, notify director.
- Chaperones should stay with the choir at all times (unless in a theme park or another designated free time).
- Students always need to stay with a “buddy” especially during designated free time.
- When at a theme park or other free time, chaperones do not need to be with the students the entire time. Make sure chaperones have cell phone numbers of every student in their group. Make sure all the students in your group have your cell number if the student runs into a problem in the theme park, they will be instructed to call or text their lead chaperone. Coordinate “Check-in” times, etc.

Students can be sent home for bad behavior. The BIG 5 Deal Breakers are:

- **DRUGS**
- **ALCOHOL**
- **WEAPONS**
- **PHYSICAL FIGHTING/VIOLENCE**
- **SEX**

Students are expected to follow all school rules while they are on a school trip such as this one.