



SAINT JAMES SCHOOL

AN INDEPENDENT, NONSECTARIAN PRIVATE DAY SCHOOL

Saint James Trojans Band Boosters Chaperone Instructions and Guidelines for Trips

Anytime the band travels, we request the assistance of several parents/guardians as chaperones. While in “performance mode,” the students are the express responsibility of the Band Director. When in “travel mode,” the students are under the secondary care and guidance of the chaperones.

Chaperones are arranged through the Vice-President of the Band Boosters. During the Band “Kick-off,” parents are offered the opportunity to ride the chartered coach with the band to football games and competitions in exchange for “chaperone services.” All chaperones must have a signed travel release on file with the Band Director prior to departure. Each trip, regardless of distance, requires the presence of either a doctor or nurse on the coach. The Vice-President will contact each chaperone prior to their scheduled event via telephone or E-mail to confirm participation. In the event that a chaperone is unavailable, an alternate for the trip will be contacted.

Before departure: Meet at the band room ½ hour before departure for final instructions from the Band Director. When the coach arrives, board first to establish your seats. Chaperones should be spaced throughout the bus. Each chaperone will have an assigned group of students. Each student must be accounted for prior to departure. In the event that a student is not present, notify the Band Director immediately.

Dinner stops/ Rest stops: Take roll every time students exit and re-enter the coach.

Arriving at the destination: Keep all students on the coach until such time as the Band Director has had an opportunity to assess the situation and give instructions. Instructions may include “dress times,” “circle times,” “return time” (if at a food stop), etc.

Away football games: Chaperones should be on hand while students are changing into their uniforms in the event that someone needs help or a problem arises. Once the students have exited the bus, you may be asked to help transport various props, instruments, coolers, seat pads, etc. to the stadium. Once all “equipment” has been transferred, have a seat near the band and enjoy the game. Your assistance may be requested to transport items to the field for the half time show.

Away games – 3rd quarter: Students will be advised prior to departure by the Band Director of the boundaries for 3rd quarter. Chaperones are asked to spread out to supervise the students and keep a watchful eye over our instruments/uniforms/equipment, as they become easy targets for the opposing student body. We trust our band members to do the right thing; but worry about others. If you see a situation developing, your presence will often diffuse the problem.

Contests: Chaperones should be on hand while students are changing into their uniforms in the event that someone needs help or a problem arises. Once the students have exited the bus, you may be asked to help transport various props, instruments, coolers, seat pads, etc. to the stadium. Once the students have started their warm up, chaperones are free to make their way to the stadium to find a seat. Your job is to cheer and to start the applause at the appropriate times!!!

Upon return:

Assign a group of students (some of those who are not unloading the equipment truck) to check the coach. Remind them to check under and around seats and in the overhead rack. Chaperones should be the last off the bus, checking for lost items and cleanliness. You are not expected to clean up after the students, just to ensure that they have adequately checked the coach. Bring any lost and found items to the band room.

Tips and Pointers:

There will always be an officer from the Band Booster Organization on the bus to assist the Band Director. In the event of questions in the absence of the Director, the officer present should know the answer, and if not, she/he will have the appropriate contact numbers to find the information. When in doubt, say "NO." (See below)

The Band Director is responsible for discipline on the coach. Your role is to remind the students of the rules, correct slight deviations, and advise the Band Director of any serious problems.

If a student presses you for an answer, just say "no." No can easily be changed to "yes" and you will be the good guy. Changing yes to no makes us "bad guys" that took something away from the students.

Be flexible. Allow the students freedom as long as they use good judgment, the "buddy system," and are safe.

Trust the students to do the right thing. We work with a special group of students who are taught to think before they act. Usually, it works!

Uniforms are just that, UNIFORMS, and should be worn uniformly. If you find someone wearing his or her uniform improperly, address the situation. As a member of the band, they are representing the school.

As a chaperone, you are an extension of the Board. Please see the Band Director if you are not being treated respectfully.

Personal displays of affection are not allowed (PDA). Don't be afraid to address the situation and move the students involved, if necessary.

During food stops, please make sure that chaperones are split between all dining establishments. Try to avoid crossing streets if at all possible.

Be careful not to extend your child special favors. Don't bend or break rules for their benefit. This is a group activity.

Obtain the cell phone number of the Band Director before departure in case of emergency!

Take a jacket or sweater, as it can be chilly on the coach. You may want to bring a pillow and something to listen to. Books are okay, but the bus can be noisy at times and you may find it difficult to concentrate.

Finally, enjoy your time spent with the Award Winning Saint James Trojans Marching Band. They are a great group of students and are very entertaining, both on and off the field!!!

Hotel Conduct:

Drinking alcoholic beverages, smoking, chewing or dipping tobacco products, and taking non-prescription drugs is illegal and against school policy and is cause for immediate dismissal.

Band members are not permitted in rooms containing members of the opposite sex. No unauthorized persons will be permitted to visit.

Students are expected to exhibit exemplary behavior at all times in the hotel.

All students are expected to participate in all activities unless specifically noted by the Band Director.

Students will be fully clothed at all times. Swimsuits are appropriate only when using the pool.

Parents and students will be help responsible for paying for any property damages and lost room keys.

Doors to rooms will remain locked at all times.

Students are expected to demonstrate courtesy when dining.

All STJ rules apply when traveling. The appropriate authorities will deal with rule infractions.

Under no circumstances are students permitted to leave the hotel except when with the group or under the direct supervision of their chaperone.

Profanity is not a part of the STJ Band Program. Offensive language will not be tolerated.

The Band Director will determine curfew. Chaperones are responsible for ensuring that all students are in their assigned rooms at curfew. Any absences should be reported to the Band Director.

All students should realize that, for the duration of the trip, any personal desires, uniqueness of character or other individualities must be considered secondary to the traits that facilitate large group control and management.

FINAL NOTE: Chaperoning the spring trip requires a great deal of commitment of money and time but comes with tremendous rewards. Chaperones must pay their own trip expenses and have to observe payment deadlines. You will also need to adapt to change easily, particularly during the trip. Having the constitution to go to bed at 1am and be up by 5am for 4 days in succession is a plus! Regardless of the lost sleep, chaperoning the spring trip is a lot of fun. You will get to spend time with some really wonderful students, parents and band friends. This is not a trip for whiners! More information will be available on this trip at a later date. If you decide that you are interested, please contact the Vice-President.