

Staff/Chaperone Guidelines for Band Bus Trips

- Chaperones will maintain an accurate and legible roster of all students on the bus.
- There should be a minimum of 1 chaperone or staff member sitting within the back 3 seats of the bus, at least one chaperone or staff member sitting in the middle of the bus, and at least one chaperone or staff member sitting within the front 3 seats of the bus.
- State guidelines mandate a chaperone to student ratio of 1:10 for secondary level field trips. This ratio should be in place on each bus.
- Chaperones and staff are not to sleep unless the trip is designated as driving through the night, as we would in traveling to Florida or a similar destination.
- Chaperones should constantly monitor student behavior.
- Chaperones will each have a list of cell phone numbers for all other chaperones and staff.
- Chaperones should ensure that students do not leave any personal belongings or trash on the bus. Chaperones are responsible for checking the bus from front to back at the end of the trip.
- On overnight trips, chaperone duties will include:
 - Monitoring student behavior in and on all parts of hotel property.
 - Enforcing stated curfews.
 - Room checks at curfew.
 - Helping to maintain the schedule as outlined in the itinerary.
- The Dress Code put in place by Bedford County Public Schools is in effect at all times, with the exception of rehearsal or performance attire that may not comply. In those cases, the student may only wear such items in rehearsal &/or performance.
- Unacceptable student behavior will include the following:
 - Anything prohibited by the rules of student conduct established by Bedford County Public Schools, as well as anything prohibited by law.
 - PDA's (Public Displays of Affection) will be limited to hand holding. No other physical contact between students is acceptable.
 - Blankets, coats, or other items that cover the body may only be used by one person—they may not be shared—2 or more people should never be under the same covering.
 - Profane language, or language that can be perceived as offensive.
 - Behavior that draws unnecessary negative attention to the individual or the group.
 - Behavior that is distracting to the bus driver or drivers of other vehicles. Students must keep their arms, legs, heads, and any other body parts entirely inside the bus—no hanging out of windows.
 - Throwing objects out of bus windows can be very dangerous and is illegal.
 - Being in a hotel room assigned to students of the opposite gender for any reason.
- Any infraction of stated rules should be reported to the Band Director or Assistant Band Director as soon as possible. If necessary, individual student issues will be referred to an appropriate Bedford County administrator.
- **Students may socialize while on the bus and in public areas. One of the primary reasons they are in the band to begin with is because they like going places with their friends and having a good time. Chaperones are encouraged to allow the students enough “breathing room” for them to enjoy themselves. They need to have fun, and they need to like what they’re doing. We just need to make sure everyone is living within the parameters of the aforementioned rules to ensure everyone’s safety and comfort level.**