

# **BETHEL PARK HIGH SCHOOL MUSIC DEPARTMENT TRIP GUIDELINES AND EXPECTATIONS Chicago, IL**

**April 25-29, 2024**

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## **I. GENERAL GUIDELINES**

### **A. Trip Philosophy**

1. The BPHS Music Department Spring Trip authenticates the District's performance based curriculum by providing real-life performance experiences that could never be recreated inside the classroom.

2. We learn from the music activities and programs of schools from across the country by participating in National-level music festivals, competitions, workshops and performances.

3. All performing ensembles will receive valuable feedback from and be adjudicated by experts in the fields of music and visual performance.

4. In addition to the music education benefits, the Spring Trip provides our students with an environment to exercise important life-skills including but not limited to: responsibility, respect, organization, maturity, etc.

5. We embrace the sense of unity generated by our performing ensembles and learn how our performance and behavior contributes to the music program, the Bethel Park School District and Bethel Park as a community.

### **B. General Instructions**

1. All organized activities are mandatory. Never leave an area of activity without the consent of a director.

2. Everyone is trusted to use their free time properly. Abuse of this trust is contrary to the spirit of the trip and only results in added restrictions.

3. Every individual act will eventually have an effect on the entire music program. Everyone profits from good judgment and excellence but loses self-respect and pride from poor judgment and selfishness.

### **C. Trip Committee Responsibilities**

1. To plan a trip that will meet the requirements of the philosophy

2. To select safe and reliable transportation

3. To provide adequate and nourishing meals

4. To secure housing that provides for adequate rest

5. To plan a schedule of activities that services the best interests of the health, stamina and music education for the students

6. To provide supervision for safety, health, conduct, and the general well being of the participants

7. To inform the parents and students of all arrangements

8. To prepare a trip budget that is fiscally responsible in regards to the student fundraised dollars

### **D. Faculty Responsibilities – Directors, Nurses and Administrators**

1. To plan and prepare the music and routines

2. To make contacts for details of all competitions and festival performances

3. To make final decisions about all details of the Spring Trip

4. To administer first-aid and advise on health problems (Nurses)

5. To enforce the Bethel Park School District discipline code – to deal with students whose behavior and attitudes are contrary to the stated trip regulations, philosophy and are not in the best interests of the music program

6. To assist in the assignment of rooms, planes and buses

7. To approve the final trip arrangements

8. To rule on the eligibility of all music program students to go on the trip

9. To supervise the use and care of instruments, equipment, and uniforms

### **E. Student Responsibilities**

1. To understand the trip philosophy of the Music Department Spring Trip and to comply with the regulations and spirit of the trip
2. To thoroughly prepare all music and drills in order to put forth the best effort possible
3. To properly care for instruments, uniforms, and equipment
4. To cooperate and abide by the instructions of the directors, student leaders, and chaperones
5. To be concerned with their own personal health and rest and to respect the rights of others
6. To make sure they eat regularly and remain properly hydrated

### **F. 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
2. To approach chaperone responsibilities as an advisor rather than a disciplinarian
3. To enjoy their time with the students by sharing in all trip activities
4. If chaperones observe a student breaking a trip regulation or behaving in a manner which is contrary to the best interests of the music program, try to solve the problem without confrontation, with dignity and without embarrassment
5. Remind students of the trip regulations rather than disciplining the student
6. Provide an explanation of the trip rules to the students when necessary
7. Do not become involved in an argument with any student
8. Never touch a student as discipline or restraint
9. Students who do not respond to instructions, who are disrespectful, or who must be repeatedly spoken to, should be referred to one of the directors
10. Directors will handle all disciplinary measures
11. Notify the nurse and directors if a student or adult becomes ill or injured
12. Notify a director if a student is emotionally upset
13. Chaperones will assist with group control on the buses, in restaurants, rest rooms, at the hotel, and on group tours
14. Chaperones must always be first in meal lines and finish early so that they may supervise bus boarding. Faculty will be the last to eat and make the final check of restaurants before departures
15. Help load equipment and luggage on buses. Many hands make light work - all for one, one for all.
16. Assist students with uniform problems, instrument cases, and personal effects (Glasses, Valuables, etc.)
17. Be prepared to assist fatigued students
18. Serve on night watch, if necessary. Directors are to be notified immediately in cases needing disciplinary action
19. Each chaperone will be assigned specific student rooms to inspect at bed check time and in the morning of final checkout. Periodic room checks may be made if misuse of the room is suspected
20. Outside interference by non-band individuals should be reported to the directors, head chaperones and hotel management
21. Chaperones should be familiar with all of the trip regulations and the time schedule. Chaperones will review the upcoming day's entire schedule and any change in plans with their students along with any student questions at bed check
22. Make frequent trips up and down the aisles of the bus to check on the student's activities. Chaperones should get to know as many of the students as possible

23. Chaperones should check the bus bathroom. The bus bathroom is to be used only in emergency situations.

24. Chaperones should assist the students and bus monitors keep the buses clean

25. Keep the students on the bus until the director gives instructions

26. 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.

## II. CLOTHING

### A. Personal Clothing

1. Participant luggage is limited to one suitcase and one carry-on that must be stored either in the overhead shelf or in the space beneath seat ahead of you

2. All luggage must be clearly tagged with your name.

3. Students must strictly follow the dress code guidelines set forth in the *BPHS Student Handbook*.

4. Always be neat and clean in public; remember that you represent your family, our music department, our school and our community.

5. You will need an outfit that is at minimum business casual and at most semi-formal for our Saturday evening activity. For example, at minimum, something you might see the directors wear to school Monday thru Friday- such as dress pants, button down shirt, polo shirt, dressy shirt/sweater and at most- dresses and jackets with/without tie. Tennis shoes are not appropriate. Dress shoes should be worn- consider wearing the same dress shoes you packed for our performances.

5. Bathing suits are to be tasteful and are never to be worn through the hotel lobby. You must wear a shirt/cover-up and shoes throughout the hotel.

### B. Uniforms

1. Label everything

2. You are responsible for packing all of the details of your uniform – do not rely on the directors or the uniform committee chairs to be responsible. Do not forget your dress shoes!

3. Please reference the “Concert Attire Checklist for the Spring Trip” document to be certain you pack everything needed

## III. EQUIPMENT

A. Each person is solely responsible for his/her own instrument, music, luggage, garment bag and extra equipment. Do not assume that someone will take care of it for you. Be sure your possessions are properly packed, loaded and unloaded, etc.

B. All equipment and instruments will be loaded onto the truck on the Wednesday before we leave during school hours. Remember, students are responsible for their own instrument.

C. All instruments are to be tagged with the student’s name and contact information prior to loading the truck.

D. Music folders will either be collected together as an ensemble or individual musicians will be responsible for their folder and pack it in their luggage or carry-on.

E. The quartermasters and truck drivers are responsible for the final check of loading and unloading of the truck. Section Leaders are expected to report to the quartermasters to account for their Section’s equipment. In addition, every student should be ready, willing and able to assist with loading and unloading the truck.

F. Upon return to Bethel Park, each student is responsible for seeing that their equipment is returned to the proper storage area at school.

#### IV. BUSES

- A. Each student is to be in their seat every time the bus is departing from any location.
- B. Board buses on time after each stop. Be on the bus five minutes before the stated report times. On time is late and late is unacceptable. Do not hold up 300+ people because you are late. Allow extra time for busy elevators or take the steps down.
- C. Do not get involved in shopping or anything that would make you late for boarding time.
- D. Keep the bus neat and clean. Use trash containers and make a periodic check of the luggage rack.
- E. No smoking, alcohol, drugs, PDAs, fighting, swearing or throwing objects in the bus or out of the windows.
- F. Keep the windows closed.
- G. Always be considerate of others who are resting.
- H. Chaperones and bus monitors will help with any problems should any student need assistance.
- I. All types of media are only permitted with earphones
- J. Noisy games are prohibited. Any card games must comply with the BPHS Code of Conduct or it will be confiscated.
- K. Comply with all instructions of the Bus Monitors, Chaperones, and Bus Drivers.
- L. Students will remain on the bus until complete instructions have been given as to boarding time, restaurant directions, registration and loading, etc.
- M. Failure to follow the bus rules and to conduct oneself responsibly may result in bus reassignment at the discretion of the directors.
- N. Bus monitors will supervise boarding, check roll and report to the student director and/or special events coordinator(s) when the bus is ready to go. Be quiet for attendance.
- O. Chaperones, directors and drivers are responsible for overseeing the trip and are to be cooperated with and treated with respect.
- P. Snacks may be brought on the bus. Be mindful of people who may have allergies on your bus. **This year: Bus #3 NO NUTS at all.**

#### V. HOTEL

- A. We trust you as an adult to take excellent care of all amenities included in your room.
- B. Room assignments will not be changed. There will be four students to a room.
- C. Students are responsible for the care of their room; no damage should occur, keep the room clean and neat, hang up clothes, and straighten up the beds; nothing is to be taken from the room
- D. You may not use the phones in the rooms for outside calls. It is recommended that students use either their cell phones. Room-to-room calls are to be kept to a minimum, and no harassing or anonymous room-to-room calls shall be made. Abuse of the phones will result in having the phones totally shut down.
- E. Keep the room television volume low for the consideration of others.
- F. No deliveries will be permitted to rooms. No room service, no DoorDash, no Uber Eats.
- G. Designated times will be determined when students are to be in their rooms and quiet. Generally, room check is at between 11:00 and 11:30 P.M.
- H. After room check, students are expected to be quiet and to rest. Chaperones are instructed to check any noisy rooms and to report noisy rooms to the directors.
- I. After room check, students are not permitted to leave their rooms for any purpose. If assistance is needed, contact your room chaperone.
- J. Doors are to be kept closed after room check. Do not open the door for anyone except for a chaperone that you recognize and is displaying their badge.
- K. It is highly recommended that the students use the time after room check to get some rest. The scheduled performances and activities require us to be able to do our best. It is unwise and unfair to risk

unnecessary fatigue or illness because of poor judgment in rest and eating. Chaperones and directors should not be denied rest because of your thoughtlessness.

L. Chaperones will check your rooms at stated times. They will check the condition of the room, answer any questions you may have, and inform you of the next day's activities and schedule. Specific questions and problems should be discussed at that time and will be brought to the attention of the trip committee.

M. At checkout, the Key Person will remain in the room until the chaperone has checked the room for condition and forgotten items.

N. Do not run through the halls and stairwells. Do not abuse the operation of the elevators. Do not take more ice than is needed. Do not rearrange any of the furniture in the rooms.

O. Pool:

1. Observe all conduct and safety precautions in the pool area. Any violations of the Hotel's designated pool rules will cause restricted access of the pool by Bethel Park students.

2. Cover ups, for both ladies and gentlemen, should be worn throughout the hotel lobby

3. Proper footwear must also be worn while walking through the lobby

P. Do not enter rooms of non-Bethel people and do not invite non-Bethel people to your room. Do not give room numbers to non-Bethel people. Do not encourage outsiders to come to our floors. This can present one of the most difficult problems to chaperones, since outsiders do not understand our rules and restrictions.

Q. No one is to be in a hotel room except for their own. If you want to be with other people outside of your hotel room, only do so in the hotel common areas.

R. Chaperones must see and meet with all four people in the room each night.