

## **Burroughs Band Activities Code addendum**

(borrowed from McKay High School in Salem, Oregon)

1. No participant shall leave the hotel without first checking with his/her adviser/director, or official chaperone. For destinations other than the hotel or convention center, receive permission and indicate exact destination and the planned time of arrival and departure for the destination. If you are not at an expected/approved location when checks are made, it will be assumed you are missing, and appropriate actions will be taken, including contacting parents and police.
2. Safety guidelines--be careful in all you do:
  - >>Participants will honor the "buddy system". Never go anywhere alone.
  - >>Remember you will not be at home in the relative safety of your neighborhood; avoid dark streets, alleys, hotel stairways, elevators, etc. "Walk with purpose."
  - >> Do not wear convention badges when outside the hotel or convention center.
  - >> Do not engage in conversation with strangers on the street.
  - >> Do not flash sums of money about in public. Carry only the amount of money you anticipate you will need.
  - >> Avoid wearing clothing or colors that may be misinterpreted as being gang affiliated.
  - >> Females are advised to carry handbags securely; men should carry wallets in an inside jacket pocket or front trouser pocket.
  - >> Jewelry or other valuables should be left at home or secured in a hotel safe. (A combination safe is sometimes provided in the room.)
3. Curfew is set daily. Room checks will be made nightly. All must be in assigned rooms and quiet by curfew, and lights should be out by a half-hour past curfew.
4. Participants are financially responsible for their own hotel room service, phone calls, and other personal expenses. These charges must be cleared from your hotel room bill the night before departure.
5. Participants are responsible for damages and/or losses they cause while on the tour.
6. Room assignments will be made by the adviser/director. No room changes are made without approval of the adviser/director.
7. Only people assigned to a hotel room should be in that room at any time unless approved in advanced by the adviser/director. This will be strictly enforced (No visitors from other rooms for any reason.)
8. Participants are expected to attend all scheduled activities. Adviser/director and chaperones will check to see that participants are present on all activities, at mealtime, and are awakened in time for breakfast. It may be a long time before lunch, so everyone should eat breakfast.

9. Impromptu group meetings may be called occasionally. Attendance by all participants is required at these meetings.
10. Participants must be on time for all scheduled departures and activities as listed on your final day-by-day itinerary.
11. You are responsible for carrying your own luggage. Pack a light load.
12. School rules and consequences are in effect i.e., drugs and tobacco, dress, language, etc. (Dress standards require modest and appropriate school attire at all times.)
13. Vulgar language is not acceptable at any time.
14. Phone calls between rooms should be kept to a minimum.
15. No boom box blasters; a walk-man with headphones is fine.
16. Respect others' quiet time.
17. Requests to visit or meet friends or relatives must be made in writing and approved **prior** to the trip.
18. Students may use the swimming pool at the hotel at their own risk--no lifeguard is provided--if it does not interfere/conflict with scheduled activities/workshops, etc.
19. Do not make any "cute" or inappropriate remarks when in the airport or when boarding the plane, i.e. regarding firearms, bombs, etc.

#### **DISCIPLINARY PROCEDURES**

- • Problems will immediately be brought to the attention of the adviser and/or chaperone by phone call or in person. If a message must be left, the person reporting will confirm as soon as possible, that the message has been received by the adviser.
- • At the discretion of the adviser, a collect phone call will be made to the parents, and the school or a school administrator as needed, for consultation regarding actions to be taken. By signing below, the parents/guardian agree that if it is determined the situation is not resolvable or sufficiently serious, the option of sending the student home at his/her family's expense may be used.

**My son/daughter and I have read these guidelines and disciplinary procedures, and we agree that if she/he causes damage, she/he or the parents will remedy the situation, and that if she/he does not abide by the other guidelines, she/he may be sent home at the discretion of the adviser and at the expense of the parents/guardian.**

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Parent/Guardian Signature

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Student Signature