

Parents and students,

As we are only a few days away from our departure for Disney World, we would like to communicate the final details about the trip and answer many questions about our schedule, parade performance, chaperone duties, and guidelines for all of our travelers.

### **Luggage and Packing**

Since all of the buses are completely full, we must limit the size and number of bags that travelers will be allowed to bring on the trip.

- All luggage and instruments must be labeled with the traveler's name, address, and phone number.
- Each traveler will be allowed one medium-sized suitcase.
- Large instrument cases will be stored under the bus. Flutes and clarinets will be placed in the overhead compartment.
- One backpack/duffle bag-sized carry-on will be allowed on the bus. Anything too large to fit in the overhead compartment will have to be held in your lap for the duration of the trip.

### **Packing Checklist**

- ATM Card/Cash/Credit Card
- Light Jacket/Rain Coat
- Snacks (***no sunflower seeds***)
- Toiletries
- Sunscreen
- Sunglasses
- Contact Solution
- Medications (see release form)
- Cell Phone/Charger
- Room for Souvenirs

### **Band Uniform Parts**

- Black Socks
- Drill Master Shoes
- Black Gloves
- Instrument/Sticks
- Music

### **Guard Uniform Parts**

- Pom-Poms
- Color Guard Uniform
- Guard Shoes
- Hair Accessories
- Makeup

### **Spending Money**

- Students should bring enough spending money to cover lunch and dinner each day of the trip. Breakfast will be provided at the hotel each morning. There are a total of 8 meals that are not covered by the trip fee.
- Please plan of an average of \$10 per meal since food inside the theme parks is expensive.
- Students will also need money for souvenirs and miscellaneous items.

### **Departure Day**

Meet time is set for **5:00 AM on Sunday**. Upon arrival, please leave all luggage in the bus lane in front of the school. Please do not bring any luggage into the band room.

Students will meet in the Big Band Room. Students will remain in this room for a meeting with band staff before loading the buses.

Chaperones and other family members travelling with the band will meet in the Small Band Room. Chaperones will remain in this room for a meeting with the band staff detailing their duties and responsibilities for the trip.

***Students taking medication will deliver the medication and release form to their group leader at this time.***

### **Buses and Seating**

- All seats have been assigned on the buses.
- Switching seats on the bus will only be permitted if both parties agree.
- No student will be allowed to switch buses. NO EXCEPTIONS.
- Student seating may be reassigned by the staff/chaperones for disciplinary reasons.
- All music must be played through earphones.
- Any videos played over the bus televisions must be rated G or PG unless approved by one of the band directors. NO EXCEPTIONS.
- Videos, movies, and pictures on student cell phones/tablets should adhere to school policy. Obscene or profane material will be treated as on school property.
- Drinks must be in containers that can be sealed. No cans or cups.
- No sunflower seeds.
- After dark, opposite gender students/couples will sit apart.
- For your comfort, please refrain from using the restrooms on the bus unless absolutely necessary.
- Chaperones MUST call roll each time the buses are loaded/re-loaded.
- Students are to remain on the bus until given permission to disembark by the **Band Director**.

### **Hotel Rooms**

Room keys will be distributed upon arrival at the hotel according to the following procedure.

- Students and chaperones will remain on the buses until staff have received keys and verified the room count and location.
- Room captains (person listed first on the rooming lists) will then be called from buses to receive the keys for their room.
- After all keys have been distributed, everyone else will be released from the bus to meet their room captain. **Do not leave for the room until all roommates are together.**
- Any problems with rooms should be reported to the hotel desk as soon as possible.

### **Rooming Guidelines**

- Students are not allowed in any room other than their own.
- Students may not leave the rooms after the designated times listed on the itinerary.
- Each night and morning, every room will be checked by an adult staff/chaperone.

- **Any student who opens their door or exits the room after room check will be subject to serious consequences, up to and including dismissal from the trip.**

### **Park Tickets**

- Park tickets will be issued to each student/chaperone on Sunday night or Monday morning before entering the park.
- It is the responsibility of each traveler to keep up with their ticket.
- It is recommended that you take a photo of the front and back of your ticket.
- In the event a ticket is lost, you may be able to get a new one issued through guest services if you have a photo of the lost tickets.

### **Group Assignments**

- All students will be assigned to a chaperone/group leader while in the parks.
- Students and group leaders should exchange cell phone numbers at the first meeting.
- Upon arrival at the theme park each day, students will meet with their group leader. When all members of the group are present and accounted for, the group will enter the park together.
- Groups will check in with their leader at the times given on the itinerary.
- Students are not required to stay beside the chaperone at all times, but must check in at designated time.
- Students may only change parks (park hopping) with the ENTIRE GROUP.
- No student should ever be alone at any time. Use the buddy system.

### **Performance Day**

- Our “Disney Festival of Fantasy” parade performance is scheduled for Monday, April 18.
- Students should dress in clothes that allow for easy changing into their marching uniform and leave drill master shoes, gloves, etc. on the bus that morning. We will have access to the buses in the backstage area for changing.
- No group may change parks until after the parade is complete.
- ***Performers and staff meet at Golden Oak Outpost Snack Stand in Frontierland, between Pirates of the Caribbean and Splash Mountain at 1:00 PM.***
- Parents and chaperones may not enter the backstage areas.
- Parade steps off at 2:30 PM.
- Students will reenter the park through the backstage area at approximately 4:00 PM.

### **Student Medication**

School Board Policy: If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication. If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include

supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication.

A medication release form is attached to this email. Please complete the form and submit on the day of departure if this applies to your child.

### **Chaperone Guidelines**

#### General Guidelines

- It is essential that all chaperones maintain a good sense of humor while preserving a business-like atmosphere.
- Chaperones should balance their authority with common sense and courtesy.
- Please be flexible and accept changes and problems in a relaxed manner.
- Please refrain from physical disciplinary action and from engaging in verbal discourse with students.
- Chaperones should report any behavior problems or any other incidental matters to the band director as soon as is feasible.
- Chaperones should also report any suspected illnesses or accidents. Matters of serious concern or emergencies should be brought to the band director's attention immediately.
- There is to be no use of profanity, inappropriate displays of affection, consumption of alcoholic beverages or illegal drugs, or any other behavior that would set a bad example for our students.
- Chaperones should be available 100% of the time during any trip or activity. Remember, you are responsible for the safety and the well-being of the students in your charge.

### **Group Guidelines**

- A certain number of students will be assigned to each chaperone while in the parks. Please get cell numbers from each student in your group. You may also be responsible for holding medication for these students.
- Chaperones are responsible for checking in with students several times each day as noted on the itinerary.
- Students do not have to remain with the group at all times, but may not change parks without the ENTIRE group, including the chaperone.
- If a student does not report to the designated meeting place at the designated time, please try to contact them by cell phone before contacting a director. You must physically see them, however, in order to ensure compliance.
- If a student does not report on time **and** cannot be reached, please contact the band directors.

### **Chaperone Hotel Duty**

- Each night, one group will assist the band directors in checking rooms and making announcements.
- Each morning, one group will check each room to be sure that the tape has not been removed or broken, and will then remove the tape and be certain that the students in each room are awake.

- Chaperones should report any violations to the band directors IMMEDIATELY, and have the offending students remain in their rooms until the band director(s) arrive.

### **Students Departing with Parents**

Any student who will be returning home with a parent must follow the following procedure:

- Parents must present a signed letter stating their intention to bring their child by Thursday, April 14.
- Parents must meet the band at the hotel for 8:00 on Wednesday, April 20.
- Students will be released to their parents at this time.

### **General Guidelines/Liability**

- Students and chaperones are responsible for their own belongings for the duration of the trip. Loss, damage, or theft of personal property will be at the expense of the individual. This includes luggage, clothing, personal effects, musical instruments, cash, traveler's checks, credit/debit cards, audio/video equipment, cameras, and all other personal property.
- Any damages to the hotel rooms, tour buses, theme park property, or other property will be the responsibility of the student(s)/chaperones(s) involved. The Ascension Parish School Board, St. Amant High School, and St. Amant High School Band and Band Boosters are NOT responsible for payment of damages caused by anyone.
- The Ascension Parish School Board, St. Amant High School, and St. Amant High School Band and Band Boosters are in no way responsible for parents and/or children attending this trip but not purchasing the band package and riding the buses with the band to and from Orlando.
- Any trip with the band is considered an Academic Commitment. As with any school activity, all school rules are in effect. Any student found in violation will be dealt with according to Ascension Parish School Board, St. Amant High School, and St. Amant High Band policy. In severe cases, including the possession or consumption of alcohol or illegal drugs, inappropriate student contact, vandalism, illegal activity, or any other serious offense, the offending student(s) will forfeit the remainder of his/her trip, and must have a parent or guardian transport them home immediately. The offending students will then be referred to the school administration upon returning to school, and will be dealt with according to school board policy. Other forms of discipline may be made at the discretion of the band directors including, but not limited to, prohibition from selected activities, work detail, or other appropriate actions.
- Prior to leaving, and when entering the theme parks, all student luggage, bags, and personal items will be searched for illegal/prohibited items.