

Parents and students,

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

Luggage and Packing

Jet Blue has limitations on the size and number of bags that travelers will be allowed to bring on the trip.

- One personal item (i.e. purse, briefcase, laptop, etc.) Maximum size 18x15x8 inches.
 - Flutes, clarinets, oboes will bring their instrument onboard.
- Two (2) Checked Bags. Checked bags exceeding 62" in overall dimensions (length + width + height) or 50 pounds will also incur a fee.
- **All students will be permitted 1 checked bag, and their instrument will count as their 2nd checked bag. Students who are not performing will be assigned a percussion item as their 2nd bag.**
- NO CARRY ON PERMITTED without an additional fee (at your expense).
- **All passengers over the age of 18 are required to present a government issued ID at the time of check in.**
- All luggage and instruments must be labeled with the traveler's name, address, and phone number.

Packing Checklist

- ATM Card/Cash/Credit Card
- Light Jacket/Rain Coat
- Snacks
- Toiletries
- Sunglasses
- Contact Solution
- Medications (see release form)
- Cell Phone/Charger
- Room for Souvenirs

Band Uniform Parts

- Concert Black/Black Shoes/Black Socks, Etc.
- Instrument/Mutes/Sticks & Mallets
- Music

Spending Money

- Students should bring enough spending money to cover lunch and dinner each day of the trip. There are a total of 8 meals that are not covered by the trip fee.
- Please plan of an average of \$15-20 per meal since food in New York City is expensive.
- Students will also need money for souvenirs and miscellaneous items.

Departure Day

Meet time is set for **5:00 AM**. 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, Plane 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.
- 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.
- 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.

- Room captains (person listed first on the rooming lists) will receive the keys for their room.
- After all keys have been distributed, everyone will meet their room captain and go to the room together. **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.**

Group Assignments

- All students will be assigned to a chaperone/group leader.
- Students and group leaders should exchange cell phone numbers at the first meeting.
- Groups will check in with their leader at the times given on the itinerary.
- No student should ever be alone at any time. Use the buddy system.

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.
- 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)/chaperone(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.