

DUPONT MANUAL HIGH SCHOOL  
Band Department  
TRIP GUIDELINES AND EXPECTATIONS  
ORLANDO, FL. PERFORMANCE TOUR  
January 17-21, 2019

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### **A Message to Student Travelers**

Dear Students:

The time is fast approaching to pack a suitcase and begin our exciting trip to sunny Orlando, FL! We know this will be a wonderful educational experience and a great deal of fun. Please take a moment to organize your plans for the trip. Here is some information that should help.

### **Required Paperwork**

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All trip participants must complete the following Forms:

1. Power of Attorney Form
2. Individual Medical Information Form
3. Field Trip Form
4. Disclosure of Information Form – stating you have read and agree with the trip guidelines.
5. **Over the Counter Medications Form** – for any student who takes over the counter medications. MUST HAVE A DOCTOR’S SIGNATURE AND MUST BE ADMINISTERED BY A JCPS EMPLOYEE.
6. **Prescription Medications Form** – for any student who takes prescription medications. FILL THIS FORM OUT WHETHER A CHILD SELF MEDICATES OR NOT. IF THE CHILD TAKES A PRESCRIPTION MED, WE MUST KNOW. THIS INCLUDES EPI PENS AND INHALERS.

**The Medical Information and Power of Attorney forms must be notarized! Some of our front office staff at Manual and YPAS are notaries. Please remember that the parent/guardian signing the forms must be present in order for the notary to approve.**

Also, each participant must sign and return a **Declaration of Knowledge**...form stating that you have read and understood all the information regarding the trip and that you agree to follow the rules.

Finally, each parent must complete and return a Jefferson County Public Schools **Field Trip Permission Slip**.

**Again, the Over the Counter Medication Form must have a Doctor’s Signature.**

**All forms must be returned to Mr. Gregory NO LATER THAN Monday January 7, 2019.**

## **Chaperones**

ALL CHAPERONES MUST FILL OUT A VOUNTEERS RECORD CHECK ASAP. HERE IS THE ONLINE FORM LINK: <https://apps.jefferson.kyschools.us/Volunteer/VolunteerInsert.aspx>.

Chaperones are here to help you. They will do whatever they can to make the trip as enjoyable for you as possible.

Talk to them, listen to them, and cooperate with them. Be respectful of them; don't be rude or disobedient.

If you have a problem with a chaperone, please talk it over with Mr. Essig or Mr. Gregory before you say or do something that might cause you to be sent home early.

They will be there all the time, wherever students go during the trip.

They will help with the rules and guidelines set by the directors.

They will also help conduct room checks at night.

Chaperones can help you in many ways, but remember, they are not there to carry your instruments, your luggage, or band equipment.

There are 62 band members, 5 siblings and 19 Adult Chaperones (86 travelers total) for our Orlando, FL. trip including the following chaperones. Note: More phone numbers will be shared prior to departure:

Mr. Gregory – Band Director/Medically Trained Staff/Trip Planner. **(502) 744-1082**

Mrs. Gregory – YPAS Community Liason/Medically Trained Staff/Trip Planner **(502) 744-1067**

Mr. and Mrs. Peterson – Cameron's (drum line) parents.

Mr. and Mrs. Roemer – Kyle's (drum line) parents along with his sibling Katie.

Mr. and Mrs. Trenaman –Madison (color guard) parent along with adult sibling, Mason.

Mr. and Mrs. Herrschaft – Shelbie's (pit) parents along with her siblings, Nicholas and Abigail.

Mrs. Bowman – Trent's (pit) mother.

Mrs. Cardwell – Eva's (pit) mother.

Mrs. Hellmueller – Emily's (clarinet) mother.

Mrs. Clark – Aidan's (drum line) mother.

Mrs. Highbaugh – Zoe's (flute) mother.

Mr. Cabral – Juliette's (mellphone) father.

Mr. Heinrich – Jacob's (trumpet) father.

Mrs. Ritchie – Abigail's (tenor sax) mother along with her sibling, Ashleigh.

Ms. Bowers – Color Guard Instructor.

## **Illness**

Please report any illness to a chaperone, Mrs. Gregory or Mr. Gregory immediatey. Also seek help with any Disney staff member and they can assist with getting you to first aid who can then get in contact with Mr. and Mrs. Gregory.

## Luggage

Please bring only one suitcase, your instrument case, a garment bag for your uniform and a carry-on bag for inside the motor coach if you like. Remember, we must be able to fit everything we take and bring back on the motor coach. Pack your carry on bag with needed toiletries as well as your clothes that you would like to change into Thursday morning (first day in the park after traveling all night. We will not get into the hotel until that night) and for Monday morning (to freshen up before breakfast).

## Clothes

For sight seeing, bring casual clothes – jeans, shirts, shorts, jacket. The weather in Orlando, FL this time of the year is warm during the day (80's) and cooler at night (50-60's). It is recommended that you try a layering of clothes so that you will be warm if it is cool and may remove outer garments if it is warm. Remember to bring comfortable walking shoes. Consider a lightweight rain jacket as storms can pop up in Florida at any given time.

MARCHING BAND ATTIRE – Please make sure your garment bag is loaded with appropriate uniform “bibber” pants, uniform jacket, marching band shoes, red dry fit shirt and black socks. Please make sure your shako hat is inside your hat box. Color Guard make sure you have your uniform and shoes.

Don't pack an article of clothing that might be considered controversial, vulgar, or inappropriate in any way.

## General Behavior

The success of this trip, as well as the possibility of future trips, rests largely on your general behavior. Cooperate with one another. Be courteous and respectful to each other and to everyone else you meet. You are young adults visiting another city. Represent your family, duPont Manual and Louisville well, with good manners and a positive friendly attitude.

Language – no profane, rude, offensive, or abusive language, gestures, etc. will be allowed.

## Drugs, Alcohol, and Tobacco

There will be none.

Possession or use of drugs, alcohol, or tobacco is contrary to Jefferson County Public School policy on any school activity. This is an officially sanctioned school trip approved by the Principal and Jefferson County Board of Education. Violation of the policy at any time on this trip will result in certain disciplinary action. The policy will be strictly enforced.

Any student ***in possession of or consuming alcohol or any other controlled substance*** will be sent home, suspended from school and to the board of education for 6 to 10 days, and referred to the Jefferson County Public School Evaluation Center for drug assessment. In addition, the student may be banned from any school travel (in all classes) for the duration of their time at YPAS or Manual. There will be no exceptions. There will be no second chances. Don't even think about it.

## **Personal Property**

The school, band, band directors, and chaperones will not be responsible for any personal property lost or stolen on the trip (such as audio equipment, jewelry, luggage, clothing, wallets, etc.). It is recommended that you bring a string backpack to keep items like this in.

## **Tickets and Magic Bands**

Park Hopper tickets will be set up in such a way that travelers can log in and set up fast passes prior to our departure. If for some reason you should lose your park hopper ticket (please avoid doing this as all cost), you will have to go with Mr. Gregory to Guest Services to retrieve a new ticket.

Magic Bands will serve as your hotel key. You will receive these upon our arrival to the Caribbean Resort early Friday morning.

## **On The Motor Coach**

The time schedule is very tight on this trip. We are trying to do and see a lot. There are three coaches for this trip and they will be our coaches throughout the trip. Please be on time for departures. Obey all rules and instructions from the directors, chaperones, coach drivers, and tour guide.

Only those students and adults on the official trip roster will be allowed on the coaches.

Please remain in your seats when the coach is moving (unless you are going to and from the restroom), and keep all body parts (and other materials or objects) inside the coach.

Only one person will be allowed for each seat on the coach.

The coach is close quarters. Please keep your voices down and avoid shouting, clapping, singing, and any other activity that might disturb others or the coach drivers.

Smiles and friendly waves of greeting to those outside the coach are wonderful. However, shouts, gestures, and other more colorful attempts at communication from inside the coach to those outside the coach are prohibited.

Don't overwhelm others on the coach with odor-producing products such as hair spray, perfumes, oils, finger nail polish, or cologne.

When you get off the coach, leave it in the same or better condition than when you first boarded it at YPAS. While you're on the coach, help to keep it as clean as possible because you'll spend a lot of time in any mess you make.

Don't leave the coach without permission and knowledge of the band directors and chaperones.

Don't switch coaches once we have departed from YPAS. This severely cuts down on the time it takes to take attendance before and after any activity during the trip.

Unless there is an emergency, don't tamper with or exit through any emergency exit without the permission of the motor coach driver, band directors, or chaperones.

You may bring personal music devices, but please be considerate of others with your music. The coach is no place for sharing your music broadly with others. You must use your headphones at all times. The director or chaperones reserve the right to help provide peace and quiet for others by regulating the use of personal sound machines (which always includes your voices).

The motor coaches are equipped with DVD players with monitors. You may bring dvd's from home to watch on the trip if they have ratings of "G", "PG", or "PG-13". No "R" or "UR" videos will be allowed. Videos may be censored/stopped at the discretion of the band directors and chaperones.

**A lights out and no noise policy will be in effect on the motor coach between midnight and daybreak while traveling.**

Audio equipment used on the coach may **not** be taken off the coach at any restaurant, sightseeing location, nor may it be taken into the performance venue. Your ears must be kept clear to hear instructions from the directors and tour guides.

Physical displays of affection will not be allowed. However, verbal declarations of undying love will be permitted, if shared with everyone. Pillows and blankets will be allowed on the coach, but heads and hands must be visible to chaperones and directors at all times.

### **While In the Park(s)**

Remember that you represent our school, band program, your family and the community. Always be aware of what you say and how you act.

ALWAYS STAY IN GROUPS OF 4 OR MORE. If you do not ALWAYS follow this rule, you will spend the rest of your day with a chaperone not having fun.

Once in a park, stay in the park for the day. Exiting the park for any reason is not allowed.

**There will be set times of the day that your group must send a "Selfie Photo Text" to your assigned chaperone. This is our way of knowing that you are doing okay. More info to come.**

Plan your day out in such a way that you can work your fast passes, meal plans and attractions together. Make smart decisions. (e.g. Do not get a line for a ride that has a 2 hour wait when you know you have to meet Mr. Gregory on the other side of the park for the parade warm up).

DO NOT LET ANYONE WONDER OFF FROM YOUR GROUP (e.g. If the student needs to stop at the restroom, then everyone stops at the restroom).

### **Incidentals/Other Things To Bring**

A phone charger. There are outlets on the buses.

A portable phone charge (for in the park).

A watch so you can stay on schedule.

Phone with Alarm setting

Bathroom articles.

Sunglasses and hat.

Sunscreen.

A lightweight rain jacket.

A drawstring backpack and water bottle. This is essential when in the parks.

Something to do on the motor coach, such as a good book, game, music player, homework, etc.

Any necessary medications and/or written prescriptions.

Pillows, Blanket, etc

A musical instrument, perhaps, along with reeds, mouthpieces, sticks, mallets, neckstraps, etc.

Music.

Swimsuit – there may be opportunities to use the pool at our hotel. Remember you are representing our school, teachers, directors, your parents, and the city of Louisville. Perhaps the swimsuit should be one which your grandmother would approve.

## **Spending and Meal Money**

A Jimmy Johns boxed dinner will be supplied for our departure on Thursday. Two breakfast stops (Thursday morning and Monday morning) will also be included. **All other meals will be on your own.** We highly encourage students to pack snacks and breakfast items for your hotel room and save some \$\$\$ however the food court area at the hotel allows options of the bare minimum (a bagel and fruit) to a full blown breakfast (eggs, bacon, waffles, etc). Meals inside the parks will be on your own and can be quite pricey. Other than in the morning, all meals will take place at the park we visit for the day.

***Students are responsible for 2 breakfast meals, 3 lunches and 3 dinners. We would suggest a minimum of \$150-200 for food alone.***

You may want to bring some additional money for souvenirs, post cards, any incidental charges at the hotel, or shopping at the sight-seeing locations.

You may want to safeguard your money by using loadable gift cards.

## **In the Hotel**

Be orderly, courteous, and respectful of others at all times in the hotel as well as elsewhere on the trip.

Keep your room locked whenever all the students assigned to the room are in or out.

The curfew time will be announced each night at the hotel. Curfew times will reflect hotel rules with consideration given to other guests and your own need for rest.

Keep noise down in the hallways. Do not raise your voice or run.

At curfew each night, you should be in your room with only the other students assigned to your room, and be ready for a room check at the director's discretion.

After curfew, no sounds should be generated in your room that can be heard outside your room, either through the door, walls, ceiling, or floor.

No one should leave the room until the wake-up call the next morning. There will be a security guard on duty for just our students.

There will be no male students allowed in rooms assigned to female students, and no female students in rooms assigned to male students. No exceptions. "Inter-gender conferences" may occur quietly in the hallway prior to curfew and in other places designated by the directors or chaperones.

Please don't converse with other hotel guests who are not part of our group (other than polite "hellos")

Know where the chaperones and directors rooms are in case you have a problem or emergency.

There will most probably be one or two keys given to each room. Know who has the key for your room and where he/she is at all times.

Safeguard your personal belongings at all times.

Never leave money or valuable items laying on surfaces in the hotel room – put them out of sight in suitcases or drawers.

You are responsible for your room. You will have to pay for any damage or missing items prior to checkout.

Meals, sightseeing, rehearsals, performances, etc. are arranged on a definite schedule. **You must be punctual.** Be at the appointed place on time, dressed appropriately, and ready to go. Do not be late. Otherwise, either the group risks being late and missing a paid for event, or, you risk being left behind with a chaperone that is probably unhappy to miss a scheduled event.

## **Communications**

Emergency messages may be left at the hotel:

Disney Caribbean Beach Resort  
1114 Cayman Way  
Lake Buena Vista, Florida 32830-8411  
(407) 934-3400

Students: if you are calling home, you must use your cell phone. You cannot use the phone in your hotel room – even with a calling card.

## **Performance Location**

- The Manual Marching Band will perform on *Sunday, January 20<sup>th</sup>* at the Magic Kingdom at 2:30 pm in the “Disney Festival of Fantasy” Pre-Parade. We will either start at the Frontierland Parade Gate (next to Splash Mountain) or the Mainstreet Parade Gate (front of the park to the right of the train station if looking towards the train station/park exit).

## **Souvenirs**

Any and all souvenirs brought home from the trip must be paid for and must be of a nature that will be convenient to carry home on the motor coaches.

## **Equipment**

Remember to bring your instrument, its accessories, flag pole and your music.

## **Disciplinary Action**

Violation of these rules and guidelines will result in whatever disciplinary action deemed appropriate by the director(s) up to and possibly including sending the student home by common carrier at the expense of the student’s parents/guardians.

## **Extra Hints**

*BE RESPECTFUL*

*Don’t forget your instrument, music, dress clothes, or concert attire.*

Your chaperones are responsible for a large number of you. Don’t ask for special favors that cannot be granted for the whole group.

Always show courtesy and consideration for all others traveling with you and those you meet along the way.

Get plenty of sleep at night. You will need the rest.



Being on a trip like this adds stress to your life. Eat sensibly – 3 meals a day – and drink plenty of water.

Watch the clock – ALWAYS BE ON TIME – plan ahead.

Sometimes it is necessary to make last minute changes in the itinerary – be flexible, be patient, and be cheerful.

***Don't forget your instrument, music, comfortable tennis shoes and band/guard uniform.***

***-Looking forward to a wonderful trip full of great memories.  
Mr. Gregory***