

## **SLHS Choir Spring Trip: NYC 2014 : Rules and Regulations**

### **1. I.D.**

All students must carry photo identification at all times. Acceptable forms of ID include a driver's license, a valid passport, and the school ID card.

### **2. Luggage guidelines**

- **Students should bring no more than two pieces of luggage (one suitcase plus one carry-on bag or backpack).** Students will be moving their own luggage throughout the trip.
- All luggage (including carry-on items) should be clearly labeled with your child's name and South Lakes HS. Please attach labels prior to dropping your child off at the Metro station.
- Parents should complete Option 2 of the luggage search form, indicating they will search their child's luggage in order to ensure compliance with FCPS policy.

### **3. Medication Drop-Off Procedures**

- All medication must be in one clear re-sealable plastic bag and turned in on April 2, 2014 at Check-In. It must include dosage and instructions. Students will not be dispensed any medication for which we have not received parental authorization.
- Prescription medications must be accompanied by the authorization form signed by the physician. **No medications will be accepted without these FCPS-required documents.**
- We will be carrying communal O-T-C medication. If you wish for your child to have access to motrin, ibuprofen, Dramamine, etc., you must have a completed. NOTARIZED OTC form list. A doctor's signature is not required for you to send O-T-C medications on this trip.

### **4. Expensive Items**

- Please do not bring expensive items on this trip; FCPS and SLHS are not responsible for the loss or damage to items during this trip.
- There will be no DVD player on the train. Students should avoid bringing personal DVD players, DVDs, laptop computers, etc., as they are expensive items (see above).
- MP3 players, iPods, and other small musical devices are permitted on the trip but must be used with headphones or earbuds.

### **5. Food**

- Students will need money for lunches Thursday & Saturday, as well as, dinner on Saturday. Plan for \$10-\$20 per meal, depending on where the students eat. Our guide will be pointing out options to fit a student's budget. (While a slice of pizza may be had for as little as \$1 and a sandwich at the Carnegie Deli can run \$25 (but feeds two or three), there are also the same chain-restaurant options that are available here.)
- Students must attend all meals, including breakfasts.
- Students may bring food and beverages with them in their carry-on bags.

### **6. Money**

- Students should bring an appropriate amount of money for shopping and meals (listed above).
- Students are responsible for carrying their own money and should avoid bringing large quantities of it.

## **7. Departure procedure**

Students will meet at SLHS at 5:30 AM on Thursday, April 3 in the CAFETERIA to check in. Students will wear their CHOIR T-SHIRT. The buses will arrive at 6:00 AM and we will have exactly 30 minutes to load and leave. It is IMPERATIVE that we run ON TIME otherwise we will disrupt the regular morning flow of traffic.

We will need parent volunteers to help load up the coach buses with luggage that morning.

## **8. Hotel information**

**Hyatt Place Secaucus**  
**575 Park Place Drive**  
**Secaucus, NJ 07094**  
**Phone: 201-422-9480**

## **9. Essential items to bring**

- cell phone and charger
- photo ID
- COMFORTABLE SHOES, as we will be walking a GREAT DEAL
- Choir T-Shirt
- See Travel Check-List for a more complete list.

## **10. Return trip**

We will return at 11:30 PM on Saturday, April 5. We will need parents to help unload the buses with luggage. By this point, our chaperones will be exhausted so any extra helping hands will be very appreciated.

It is essential that parents are ON TIME to pick up students. Students will call when we are within 30 minutes of the school.

## **11. Behavior Expectations**

Students will be assigned to a group and a chaperone. Chaperones have volunteered their time to ensure students' safety and assist as needed; without them, this trip would not be possible. They are to be treated with the same respect as any teacher or administrator at school. Directions from any chaperone will be followed. Students who are uncooperative or leave their assigned groups jeopardize their own safety and the enjoyment of others. This will not be tolerated. Address concerns with Mrs. Gigliotti.

Students will not be allowed in rooms other than their own. Students are to remain in their rooms after Lights Out except in the case of an emergency. Students who leave their rooms without permission will lose privileges for the remainder of the trip. Egregious infractions will result in the student's being sent home or retrieved by the parent at the parent's expense.

Students are not to rent pay-per-view films, make telephone calls, or make use of the minibar (if there is one) in their hotel rooms.

This is a school trip and school rules will be in effect. All students are representing themselves, South Lakes High School and the orchestra- and guitar programs, and Fairfax County Public Schools.

**Students who violate the law or are found with illegal substances will be removed from the group and turned over to local authorities as appropriate. Violators will be sent home at parents' expense, if necessary, and will not be allowed to travel with the South Lakes performing groups in the future.**

***Our first priority is the safety of our students.***

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**Acknowledgement:**

**Parent's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### **Emergency Weather Plan**

Contact Procedure in case of Severe Weather or Emergency

In the case of dangerous weather conditions or other emergency situation the SLHS Music Department will follow these steps to ensure student safety and communication:

At check-in students will need to verify or submit their cell phone number to chaperones. Chaperones will carry a list of cell numbers throughout the trip.

In case of lighting, thunderstorms or other severe weather students will:

- 1) Immediately seek shelter in the nearest building with closed windows and doors.
- 2) Once in a shelter students should send a text message to their chaperones to let them know where they are.

3) If students receive a text message or a phone call reporting the possibility of severe weather conditions, they will immediately cease all activities and report to their chaperone if time allows. If severe weather is already in the area the students will immediately seek shelter in the nearest building.

Please return the bottom of this form.

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### **Emergency Weather Plan**

Parent's acknowledgement: \_\_\_\_\_

Student's name: \_\_\_\_\_

Student's cell phone number: \_\_\_\_\_