

2011 Milford High School Trip to Chicago Expectatoions

All students are expected to follow all guidelines. There will be consequences if the guidelines are not followed. Violations of guidelines will only make the trip less enjoyable for everyone involved. An expectation for the members of the **Milford High School** is to be safe, responsible and respectful. The guidelines below are listed as a precaution because we believe the students realize how fortunate they are to be able to experience a trip of this type.

1. Please keep your itineraries with you and handy at all times. We run a tight schedule, and it is important to be on time. Plan to be at each point of departure at least 15 minutes early. Give yourself plenty of time (especially in the morning). Know where you are to go before it is time to be there.
2. The schedule must be followed at all times. Do not assume that you are special and can change the schedule. Any change from the schedule will be at the directors' initiation only. Listen for director announcements of any necessary schedule changes. Students are required to attend all functions with the group. Do not have messages delivered to the director(s) through someone else.
3. Punishment for rule violations will be handled by the director/principal, and may range from suspension from an activity to being SENT HOME. If you are sent home, it will be at your parents' expense. Please make this trip enjoyable for everyone by conducting yourself in a manner which will leave a positive impression on everyone we know – and even those we do not know. BE POLITE TO ALL PEOPLE YOU ENCOUNTER.
4. There will be no mixed company in the hotel rooms. All students must return to their own rooms by curfew.
5. All members of the group will follow all hotel rules and regulations. Be respectful of all hotel staff. Remember there are other paying guests in the hotel, too. Other hotel guests are to be treated with courtesy. Report any problems to the director.
6. Students are reminded that ashtrays, towels, and other hotel property are not souvenirs. Rooms should be left clean. Damage to any individual room will be charged to those persons sharing the room. The sponsors and hotel staff will check rooms on the day of check out.
7. There will be no charges to the rooms of any kind. Do not use the phones in the rooms. A personal cell phone is the easiest way to handle making a telephone call. As a last resort, if a personal cell phone is not available to you, you can use the pay phones in the lobby. The hotels are equipped to make computerized printouts of all calls placed from the rooms, including room to room calls. Room to room calls will not be allowed after curfew. You may call a sponsor's room in case of emergency.

8. All school policies as stated in the student handbook will be enforced during the trip. Remember that this is a school function and you represent **Milford High School** – act accordingly.
9. There will be no use of any illegal drugs, alcoholic beverages, chewing tobacco, or smoking by any of the students on this trip. (This applies to every student regardless of age).
10. No roughhousing or horseplay will be allowed.
11. The sponsors and the hotel security staff will enforce curfews. No one will be allowed out of his or her room after curfew for any reason except for an emergency. There will be room checks each night. There will be consequences for curfew violations.
12. All adults and drivers on the trip are to be treated with courtesy and respect. Do not ask them to make decisions for the directors.
13. Every student will be expected to help with baggage/equipment loading and unloading.
14. There will be absolutely no switching of bus or room assignments without specific permission from the directors.
15. It is a federal offense to activate a false fire alarm. The hotel will prosecute offenders.
16. If you bring snacks, bring items that can be thrown away (e.g., aluminum cans). Put trash in trash containers - not on the bus floor. No coolers please!
17. Students are not to bother the bus drivers while the bus is in motion.
18. All group members must stay with at least one other person from the **Milford High School** at all times. **Do not be alone!**
19. You may bring personal listening devices only. No public speakers on MP3's or other electronics. It is best to leave these in the hotel, tucked away in a suitcase, when we go places together. You can keep these items with you at all times, just not listen to them while traveling. You will need to be able to listen to instructions.
20. Respect everyone's property. Do not "borrow" without permission.
21. Remember, on the tour you represent a large body of people – the State of Nebraska and the **Milford High School** student body, faculty, music department, and most important. YOU!! Conduct yourself like a lady or a gentleman at all times. Your manners always show.
22. Other conduct not specifically referred to herein will be determined by the directors. When in doubt, ask permission!

Travel Information

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Hotel Room Keys-

When you leave your hotel room, please be certain that you have not locked your key in the room. There will be one or two keys available per room (depending upon the hotel). One person in each room should be responsible for the key's whereabouts at all times. Also, please make sure the door LATCHES behind you.

Hairdryers/ Curling Irons-

Each hotel room is equipped with a hairdryer. If you feel that 2 hairdryers would save on time, then please designate one other person in the room to bring one along. Do not plug in 4 hairdryers and curling irons at the same time. It will cause us to blow a fuse; therefore, delay everyone's departure.

Staying Healthy-

Please pack according to the weather at your destination. Current updates on weather can be checked on the internet at several sites (weather.com, weather.yahoo.com, or weather.msn.com) before leaving home. For your own health's sake, please do not skip meals or fail to drink plenty of water. It is best to eat healthy foods and not fill up on junk food snacks.

Safety-

When walking around while in **Chicago**, please make sure that you are very alert and aware of your surroundings and your belongings. The areas of **Chicago** we will be visiting are safe; however, criminals can surface anywhere.

Debit/ Credit Cards-

Pre-paid debit cards are the safest way to handle money while traveling. Most banks will issue debit cards in a child's name, with the parent as the supervising adult. It is possible for a parent to check a child's spending on-line during the trip, and add or control money as necessary. If the debit card is lost or stolen, it can be cancelled conveniently with no cash lost. Most places take debit cards, including fast food restaurants. Traveler's checks are no longer the best option when traveling. Pre-paid debit cards are highly recommended.

Cash-

Spending money is a personal manner. You should allow money (a combination of pre-paid debit cards and cash) for extra meals, extra water, postage, refreshments, souvenirs and planned purchases. Check the itinerary for those meals that are not provided.

Valuable Items-

It is preferred that you NOT bring expensive items (e.g., jewelry, ipods, Gameboys) and never leave anything you value in your hotel room while you are away for the day or evening, UNLESS it is hidden and locked in your suitcase or bag. Students are encouraged to bring a cell phone; however, if a cell phone is lost, parents should remind their child to contact them immediately so action can be taken with the cell phone carrier.

Illegal Actions-

Attractions in **Chicago** are very tough on shoplifters and have security personnel in ordinary tourist dress throughout each park. **Illinois** state law will take over if you are caught shoplifting, using, or in possession of drugs.

Suggested Information

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Wardrobe should correspond to itinerary. Make sure you have the right clothes, etc. and have enough – but not too much. **Provide yourself with a written checklist and place it inside your suitcase.** Keep another copy separate from your luggage for insurance purposes. Check your list when leaving the hotel to be sure you have not left or lost anything. The attire for the trip is quite casual, except when you are in uniform, or attending an evening performance. Shorts, slacks, or any comfortable clothing are acceptable for your sightseeing excursions. All places we will visit will require that shirts and shoes be worn at all times. Also, t-shirts with questionable statements printed on them are not allowed.

Bus Travel Packing Information:

You are limited to one suitcase and a small carry-on with you on the bus. Put your name on all of your possessions. ***Do not take anything that can not be replaced.***

CHECKLIST

1. **Performance Attire** – This includes the proper shoes and socks.
2. **Walking shoes** – IMPORTANT – Be sure they are comfortable. It is wise to bring two (2) pairs of shoes to alternate. Or, you can keep one pair as a spare, in case one pair becomes uncomfortable while traveling.
3. **Swimsuit** – You'll need a swimsuit if there are plans to swim at a beach, or if the hotel has a pool.
4. **Casual, Comfortable Clothing** – Watch the weather and dress appropriately.
5. **Jacket or Sweatshirt** – Regardless of the season, it can cool down at night.
6. **Sunglasses**
7. **NO SPORTS BRAS OR SWIM TOPS OR T-SHIRTS WITH DEROGATORY OR INAPPROPRIATE MATERIAL** – School dress policies apply while traveling on a school-sponsored trip, and all students will be expected to follow those guidelines. You could be asked to buy different clothes, or to leave the park/concert/event you are scheduled to attend.
8. **Appropriate Personal Hygiene Products**
9. **Nice Casual Outfit** – This would be for a dinner theater (if that's on your schedule). Polo shirts are nice.
10. **SUN SCREEN** – SPF 30 or HIGHER – THIS IS A MUST!
11. **Extra Supplies** (e.g., reeds, valve oil, etc.) – This is for instrumentalists only.

**Parent/Guardian
Permission and Agreement Form**

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I/we fully understand the rules and regulations of the **Milford High School Trip to Chicago**, and give permission for my/our son/daughter to participate. I/We support the regulations and rules set down to make the tour enjoyable for all, and to make the tour go smoothly. I/We understand that if my/our child is sent home due to disciplinary reasons, I/we will reimburse the music department for the expenses involved.

Student's Signature: _____

Parent/Guardian's Signature: _____

Parent/ Guardian's Signature: _____

Address: _____

Home Phone: _____

Father's Business Address: _____

Father's Work Number: _____ Cell Number _____

Mother's Business Address: _____

Mother's Work Number: _____ Cell Number _____

THIS FORM MUST BE RETURNED BY FRIDAY, FEBRUARY 25TH, 2011.

Special Medical Need Form

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It is important that the adults accompanying the group on tour be aware of any student's medical needs. Please explain the medical situation and whatever medications are needed for treatment. If medication is to be self-administered or dispensed by one of the adults accompanying, please give such authorization and have this authorization witnessed; two signatures are required. Every attempt will be made to keep this information confidential.

Please use this form for your description of the special medical need, care, and authorizations.

_____ (name of student) has a special medical need.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Witness: _____ Date: _____

Witness: _____ Date: _____

THIS FORM MUST BE RETURNED BY FRIDAY, FEBRUARY 25, 2011.

If you do not have a special medical need, you may disregard this form.

Special Travel Requests

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Everyone must follow the itinerary and travel with the group for the entire trip. Requests for students departing from the pre-arranged tour at **any time** must be filled out on this form. The music staff may deny certain requests based on the itinerary and the convenience of the large group. A time and spot will be PRE-ARRANGED for pickup by PARENTS ONLY.

Students Name _____

Parents Name _____

Date and Time _____

Explain your request below.

This form must be returned by FRIDAY, FEBRUARY 25, 2011.

If you do not have a special request, you may disregard this form