

OTHS ORCHESTRA TRIP GUIDELINES

GENERAL BEHAVIOR

1. This is a school-sponsored trip and students are expected to follow all school rules and the guidelines established in the Katy ISD student code of conduct.
2. On this trip you will be representing our community, Katy ISD, and the Houston area. It is important that your behavior is always appropriate for the situation.
3. BE FLEXIBLE! Hundreds of hours have gone into the planning of this trip, but it is impossible to predict late buses or similar inconveniences. It is not unusual for there to be a need for a change in the schedule after we arrive.
4. It is important that you are cooperative with all adults accompanying us on the trip, as well as any adults we meet throughout the trip. This includes your chaperones, employees of the hotel, airplane, restaurants, museums, bus line, and any place that we go sightseeing.
5. You should always enter and leave the places we visit in a calm and quiet manner. Many of the places we are visiting are mostly adult crowds, and they will expect you to act like young ladies and gentlemen.
6. NO INAPPROPRIATE BEHAVIOR WILL BE IGNORED. If any chaperone, other adult we meet, or other students have trouble with your behavior or lack of good judgment, you will be removed from your assigned group and a director or principal will become your assigned chaperone.

SCHEDULE – Each student will receive a copy of the itinerary. **Always keep this itinerary with you and have access to a watch so that you are on time.** BE PUNCTUAL!!! It is not fair for the entire group to wait for a few late people. Being late for any of the scheduled times will delay a departure and ultimately affect the activities scheduled for the rest of the day.

CHAPERONES & GROUPS

1. You must always remain with your group and your assigned chaperone, unless told otherwise. **You are not allowed to switch groups or chaperones.**
2. Follow all instructions or requests given by your or any other chaperone immediately without any discussion.
3. Every time we move from one place to another you will go with your chaperone, and they will check roll by groups.
4. In several situations you may be given the opportunity (by your chaperone) to split up your group and not stay with your chaperone, if you remain within a specified area. In these cases, you **must always remain in groups of no less than three students**, and you must physically meet back with your chaperone at the designated time and in the designated place (texting does not count). It is essential for safety and communication that all students remain in the confines of that assigned area. Do not go anywhere without the specific permission of an adult chaperone.

SECURITY – Most of you will be carrying money, as well as valuables. Be aware that these items can “disappear” if you are not careful. Do not leave any luggage, instruments, or purses in an unsupervised or non-secure area. Do not advertise that you are carrying a large sum of money. **DO NOT LEAVE MONEY IN YOUR ROOM.** If you have any valuable items you would like your chaperone to monitor, please place them in a sealed envelope with your name on it. Purses can disappear quickly, do not leave your purse anywhere (hotel, bus, etc.) and always take your wallet (money) with you. The best idea is not to bring expensive jewelry or valuables.

LUGGAGE – EACH PERSON IS LIMITED TO ONE SUITCASE AND ONE CARRY-ON BAG. The suitcase should be reasonable in size. Max weight of 50 lbs. and a maximum outside dimension of 62 inches. Suitcases and instruments should be labeled with a luggage tag. Label all items with your first /last name. Be organized in your packing. It is recommended that your suitcase have wheels. Please follow the guidelines for clothing very carefully.

DRESS GUIDELINES: Remember that school dress code applies on this trip.

1. We will travel in jeans and your 2022-23 orchestra shirt.
2. Jeans are acceptable for sightseeing, touring, museums, etc.
3. No Shorts will be unless noted otherwise in itinerary.
4. OTHS Concert Attire for our performance.
5. After concert: state champ shirt and jeans
6. Saturday, school appropriate clothing.
7. It may be cool or even cold outside, so bring a jacket/hoodie, and dress in layers because indoors can be very warm. Orchestra hoodie!
8. Have rain gear (jacket/boots) available just in case.

LOADING AND UNLOADING - It is the responsibility of each individual student to see that his/her luggage and instrument get to the proper place at the proper time for loading. This will usually mean the curbside of the bus or equipment truck. It is also the responsibility of the individual student to see that his/her possessions get to the proper place at the proper time for loading.

PHONES, TABLETS, LAPTOPS, ETC. – These items may be taken on the trip but bringing them is a risk because of the possibility of theft. They are only to be used with earphones and on an individual basis (no Bluetooth speakers). Please follow all rules as it relates to appropriate use of these items. Inappropriate use of these devices may result in them being collected from you for the remainder of the trip.

KATY ISD MEDICINE ADMINISTRATION - According to board policy all student medications must be administered and recorded by a Katy ISD employee. To send medication with your child please be sure...

1. You have completed the Katy ISD Student Medication Form and listed each medication.
2. Your child's meds are in the original bottle labeled with your child's first and last name clearly on the front with correct dosage information.
3. All medications must then be placed in a zip lock bag with your child's name clearly written on the bag.
4. Drop your bag off with Ms. Mohi on Friday morning when your child arrives for departure.

ILLNESS – Report any illness to a chaperone immediately. If a student becomes too ill to stay with the group, parents will be notified, and any necessary arrangements will be made in the best interest of the student.

DRUGS, ALCOHOL, OR TOBACCO – Possession of or use of any drugs, alcohol, or tobacco products are prohibited and will be dealt with according to school district policy if a situation arises. If you have a prescription drug that you must take, please give detailed instructions in your student medication form.

MONEY It is highly recommended that you bring a small amount of cash. **Several meals are covered in the cost of this trip however, you will need money to cover the “on your own” parts of the itinerary.** A good rule of thumb is \$10-\$20 for each meal not covered. It is doubtful that a meal would cost this much, but the extra allows for snacks throughout the day.

HOTEL PROCEDURES

1. Always enter the hotel in an orderly and quiet manner.
2. There will be other guests in the hotel (even on your floor and maybe in the room above, below, or next to you) and we must make sure we do not disturb them.
3. There may only be one or two keys issued for each room. Check the rooming list for room captain assignments (starred). This student is responsible for picking up and returning all room keys. Make sure that if you have the room key, you return to your room immediately upon arriving at the hotel so that the other students sharing your room can get in. All room keys should be turned in to a chaperone when we check out. **DO NOT LEAVE KEYS IN YOUR ROOMS OR TURN THEM IN TO THE FRONT DESK.**
4. You will be told each night what time you need to be in your room (curfew). **You are not allowed to leave your room after this time and the door to your room should not open again unless a chaperone asks for you to open the door.** If someone does knock on your door, make sure you check to see who it is before opening the door. Only open your door for chaperones or directors. If

is found that your door was opened overnight without permission, you will be sent home at your parent's expense.

5. Approximately 30 minutes after the time you must be in your room, all lights, personal electronics, and TVs should be turned off. This is a long trip with a busy schedule each day. You are sure to enjoy the trip much more, stay healthier, and generally be a more pleasant person to be around if you get an adequate amount of sleep each night.
6. **If an emergency arises where you need an adult after curfew, do not open your door or leave your room. Call your chaperone or a director. (Make sure you have the number)**
7. You are being provided accommodations in a hotel that has many nice furnishings. Be extremely careful that you do not break or damage anything through carelessness or horseplay. Do not move or rearrange any furniture in the rooms. **All items in the rooms are property of the hotel and any items removed from the room on our departure will be considered theft.** All students assigned to a room will be responsible for any damage or theft. Upon arrival at the hotel, report any existing damage to your chaperone so you will not be held responsible. It will be to your advantage to see that your roommates all act in a responsible manner.
8. Please do not touch the snack bar items. All pay items (movies, room service, mini-bar, local and long-distance calls, etc.) will be turned off in all rooms. There are no vending machines (cokes, candy, etc.) in the hotel. If you want snacks, then you will need to pack them in your luggage or purchase them while in New York.
9. There will not ever be mixed company (boys and girls) in any hotel room.
10. **NEVER TELL SOMEONE OUTSIDE OF OUR GROUP YOUR ROOM NUMBER**
11. Parents who wish to talk with your child during the trip need to check the itinerary and then call to speak with your child.
12. You will be able to make phone calls to other rooms in the hotel; however, these calls need to be limited to appropriate use. Prank phone calls or calls after "lights out" are prohibited. Nuisance or obscene phone calls will be traced through the hotel operator and disciplinary actions will be taken in these cases.
13. In the unlikely event that a fire alarm is sounded, all students should evacuate the hotel through the emergency exits as posted in your room. Once outside, you should find your group and assigned chaperone.

BUSES

1. Talking on the bus is acceptable, but there should not be any yelling, screaming, or whistling.
2. You should remain seated anytime the bus is in motion.
3. Make sure you are on the bus at the designated times. We are on a tight schedule and we must be able to depart on time. Keep in mind that if you must get on an elevator to get to the bus that it takes extra time for this many people to use elevators. **Leave your room early. TO BE EARLY IS TO BE ON TIME!**
4. When we arrive at our destination, do not get off the bus until you are given instructions.
5. Immediately after getting off the bus, you should find your chaperone.
6. Please pay close attention to all instructions given on the bus.

MEALS

1. Appropriate behavior is mandatory. You should enter the restaurant in an orderly and quiet manner. Be considerate of the other guests in the restaurant. Do not try to talk over each other and make sure that you talk quietly when conversing. Use good table manners.
2. Be polite to the waiters and waitress serving you. Be patient if you need something. Keep in mind that you are only one of 100+ people they are serving.
3. You should remain seated at the table after you finish eating unless you need to go to the restroom. Do not congregate in groups throughout the restaurant, because you will get in the way of the waiters and waitresses serving other tables in the restaurant.
4. We will be dining in various places, therefore safety and understanding of the rules is a must.

IMPORTANT PHONE NUMBERS:

Ms. Marts 281-608-9669

Mr. Porter 832-338-4991

TRIP RULES

1. There will be no boys in girls' rooms or girls in boys' rooms for any reason. Any student violating this policy will be sent home at the parent's expense.
2. Students will NOT be allowed outside their room after curfew. Students will be given a telephone number to call in case of an emergency. Any student violating this policy will be sent home at the parent's expense.
3. The possession or use of any tobacco product, alcohol product, drugs, chemicals, inhalants, or any other intoxicants, or mood-altering drugs is prohibited. (See #6)
4. Any property damage will be paid for by the students involved and they will be sent home at the parent's expense.
5. Students are not to leave an assigned area for any reason or get into any vehicle other than school designated transportation.
6. Any student in violation of local, state, or federal laws will be turned over to local law enforcement authorities. If the student is returned to the trip sponsor, he/she will be sent home at the parent's expense and reported to his/her campus administrator for school discipline.
7. Students must follow all KISD/OTHS codes of conduct at all times.
8. If a student must be sent home for any reason, the parent/guardian agrees to pay the full cost of the students return trip to Tompkins High School.
9. As per Katy ISD policy, students are allowed to carry cell phones but must remain out of sight, off or in silent mode during school hours unless given permission from a Katy ISD employee.

HOTEL RULES

1. Keep your room neat and clean at all times
2. All pay items, (movies, room service, etc.) are off limits.
3. Only Chaperones may enter rooms.
4. Any suspicious activity will be investigated immediately.
5. Curfew will be strictly adhered to.
6. The hotel will have other guests, be courteous and quiet.
7. Do not congregate in hallways.
8. All rooms will be taped at curfew and only opened in the morning by a sponsor or chaperone.

EXPECTATIONS

1. Remember that you are representing Tompkins High School and its performing arts programs.
2. You are responsible for your instrument being loaded and unloaded – TAKE CARE OF THIS FIRST EVERY TIME!!
3. When given a time to return to the bus, wake-up, etc... BE ON TIME!!
4. Students will always ride the bus they are assigned to. No switching.
5. Students will stay on the bus until notified to get off.
6. Luggage will be limited to one suitcase and one carry on item & a personal item (purse).
7. Nothing should be left on the bus upon arriving at destinations.
8. When touring, students will stay in groups with their assigned chaperones (unless otherwise informed).
9. Food may be taken on the buses, but no large coolers will be permitted.
10. Stereos, CD Players, MP3, etc... may be used with headphones only.
11. Students will not be allowed to swim at the hotel.
12. Dress appropriately – the school dress code applies on this trip. If there is a question as to whether it is appropriate, don't wear it.

CHAPERONE TRAVEL GUIDELINES

We are happy to have your help on this trip. We want you to enjoy yourselves as much as possible and we have given some additional guidelines to make your trip enjoyable. All guests are expected to comply with the guidelines outlined in this packet. Please understand that the travel guidelines apply to each student regardless of parents or family members traveling to or living in Dallas. Consider the students under the supervision of the Directors, Chaperones and Sponsors. This is for the safety of our students as well as yourself. Thank you for your cooperation in this matter.

- 1. PLEASE READ ALL TRAVEL GUIDELINES IN THIS PACKET CAREFULLY.**
- 2. Students will not be allowed to travel separately with parents/family at any time. This includes hotel, museums and restaurants. (Please inform Dallas family members of this policy)**
- 3. Please do not make any special arrangements to remove students from group at any time.**
- 4. Family members are not allowed in student's rooms at any time. Remember, these rooms are occupied by other students and we cannot allow adults and family members to enter student hotel rooms.**
5. Please refrain from asking or removing students from chaperone group, unless there is an emergency.
6. All communication regarding students is to be directed to the directors.
7. All guests are expected to comply with the travel guidelines outlined in this packet.
8. All paid hotel amenities are off limits and are to be considered unavailable.
9. All adult travelers are expected to conduct themselves in a professional manner as you too, are representing KISD and our community.
10. Any use of alcohol, tobacco or illegal drugs is strictly prohibited.
11. Other than the paid portions of your package, you are responsible for all meals, souvenirs and extra expenses you may incur during our trip.
12. Please direct all questions, concerns or emergencies to Mr. Porter or Mrs. Mohi.
13. Please be flexible, we have many people on this trip at any given time and the need for changes could arise.

Misc.

Street crossing - students, when in big groups, are largely unaware of their surroundings. Please remind them to watch out for other pedestrians. Also, when crossing streets please have one adult lead the crossing and one adult waits to stop children when the light changes.

Dallas Etiquette - student may need reminders about general etiquette while in Dallas. For example, people tend to walk at brisk pace while in the city. Please ask them to adapt. Also, when eating in crowded lunch shops customers may share a table with other patrons they may not know. Again, please ask them to adapt.

Chaperone Remind: Text @orchchap to 81010. This will be used for quick communications regarding logistical information or changes. After the trip you will be unsubscribed.

THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION.