

**Canal Winchester Performing Arts
New York City Contract
March 27-31, 2017**

Student Travelers

- 1) I understand that I will be held completely responsible for my behavior while a member of the Canal Winchester High School Performing Arts Trip to New York City.
- 2) I have read and understand the behavior and participation expectations described in the Trip Guidelines and the Canal Winchester High School Student Code of Conduct in the Student Handbook. Downloadable at:
http://www.canalwinchesterschools.org/canalwinchesterhighschool_home.aspx
- 3) I have read the finalized itinerary and understand how my attention to the stated time frames are required.
- 4) I understand any loss of property or damage credited to my behavior will be charged to my family for complete reimbursement.
- 5) I realize any infringement of the stated expectations and behavior code will result in disciplinary action which can include school suspension once we return to Canal Winchester.

Parents

- 1) I understand that my student will be held completely responsible for their behavior while a member of the Canal Winchester High School Performing Arts Trip to New York City.
- 2) I have read and understand the behavior and participation expectations described in the Trip Guidelines and the Canal Winchester High School Student Code of Conduct in the Student Handbook. Downloadable at:
http://www.canalwinchesterschools.org/canalwinchesterhighschool_home.aspx
- 3) I have read the finalized itinerary and understand how my student's attention to the stated time frames are required.
- 4) I understand any loss of property or damage credited to my student's behavior will be charged to my family for complete reimbursement.
- 5) I realize any infringement of the stated expectations and behavior code will result in disciplinary action which can include school suspension once we return to Canal Winchester.

Student's Printed Name

Student's Signature

Date

Parent's Printed Name

Parent's Signature

Date

Canal Winchester Performing Arts New York City Guidelines March 27-31, 2017

General Guidelines

1. The Canal Winchester High School policies for student conduct (see CWHS Student Handbook) and the CWHS Performing Arts Department policies are in effect at all times.
2. There will be absolutely no smoking at any time. Students found smoking will face immediate disciplinary action as well as School Suspension upon return to CWHS.
3. There will be absolutely no drinking of alcoholic beverages or drug use at any time. Drinking or drug use will result in that Student's parents being contacted and said student being sent home on the first available transportation at their own expense. The student will also face School Suspension upon return to CWHS.
4. Students will attend all meals and will participate in all trip activities without exception.
5. In case of any emergency, contact a director or chaperone immediately. Do not hesitate.
6. All adults on the trip are representing the CWHS Performing Arts Department and are working to help provide the best trip possible. Students will respect and follow all instructions given to them by the adults on the trip.
7. All students who have cell phones on the trip will leave their number with the director. Students are expected to answer all calls from the director immediately.
8. All students are responsible for knowing the itinerary and scheduled times of all events, meals, departures, etc.
9. When checking in with a chaperone at report times, you must be seen to be accounted for. Don't ask a friend to check in for you.
10. Do not separate from the group at any time. When free time is scheduled, always travel in groups of at least four. The larger the number of people together, the better.
11. Always practice good citizenship. Be aware of the fact that you are representing not only yourselves, your families and the Performing Arts Department, but also Canal Winchester High School and Canal Winchester, Ohio.
12. Students are responsible for reading and following all guidelines as established in the Trip Guidelines. Return the Trip Contract promptly.

Bus Travel

1. Personal Electronic Devices may only be used with headphones. Remember, you are responsible for equipment such as these on the trip.
2. You are responsible for keeping the bus clean. Food and beverages are allowed, but may be disallowed if they are not handled responsibly. No coolers are allowed, so keep food and beverages to a minimum.
3. Stay in your seat while the bus is moving unless instructed otherwise by a chaperone or bus driver.
4. Please use bus restroom only for "emergencies." Plan to use the facilities at various stops on the way and before departures.
5. Keep noise on the bus to a reasonable level as not to disturb the driver of the bus and those around you.
6. Before entering the bus, check in with your assigned chaperone.

7. Charter busses are equipped with a DVD player. All movies must carry LESS than an R rating. Movie selection will be subject to approval by the director.
8. We will be traveling to and from New York City over night. Be sure to dress comfortably and bring a pillow and/or blanket.

Luggage

1. Everyone is permitted one medium sized suitcase and one small carry-on travel bag able to fit under the seat in front of you.
2. Your suitcase will be transported in the lower compartment of the bus and will not be available to you during travel. Keep any items you will need during the bus ride in your carry-on bag. Luggage in the lower compartment of the bus may not be accessed until we arrive.
3. All luggage must be marked clearly with your name and "Canal Winchester High School, Canal Winchester, Ohio" on the outside.
4. Your luggage is your responsibility at all times. You are responsible for leaving and picking up your suitcase at the proper loading and unloading areas outside the bus.

What To Bring

1. Clothing
 - A. Check the Weather forecast ahead of time for ideas on what clothes to bring; Spring in New York can be one extreme or the other. Also, check itinerary for appropriate dress. Jeans, tennis shoes and similar clothing are not acceptable for *Miss Saigon*. Please bring dress clothes for these events. Girls need not wear a dress/skirt. Dress pants are fine.
 - B. There will be limited opportunities to change and you will not return to the hotel until after the entire day's activities, so plan ahead. Canal Winchester High School dress code policies apply while on this trip. Please dress appropriately.
 - C. No old, ragged jeans, etc. or T-shirts with imprintings of bad taste are to be worn at any time. A chaperone or director will instruct you to change if these items are worn.
 - D. Please look your best at all times. Just remember that you are an "ambassador" for our community and your common sense will come through.
2. Toiletries – Toothbrush, toothpaste, shampoo, deodorant, etc.
3. Hair dryer – Arrange with your roommates so you'll only need one hair dryer per room.
4. Alarm Clock – You can't always trust the one in the hotel room. Be sure to have a back-up.

Medical

1. The Medical Officer, Mrs. Gibbons, RN, must be notified in writing prior to departure of any special medical concerns, including information on medications.
2. *Parent OneView Student Information and Health History* form for each student must be updated before any student can be taken on the trip.
3. Adults must completed Emergency Contact information on file with Mrs. Gibbons, RN before the trip.
4. All participants will provide a Xerox copy of the front and back of their current medical insurance card. These copies will be held by Mrs. Gibbons, RN, for the duration of the trip and either destroyed or returned at the parent's request.
5. Mrs. Gibbons, RN, will hold prescription medications for all students for whom there is a need. Specific medical concerns should be brought to her attention as soon as possible prior to the trip.

6. Notify your chaperone if you are not feeling well. In the case of a medical emergency, notify Mrs. Gibbons, RN, or the director immediately.
7. Please eat intelligently at all meals. You will need to keep up your energy to meet the hectic schedule. Eat something at every meal, even if you don't feel particularly hungry.

Money

1. You will need to bring money for the following meals not included in the regular trip package:
 - a. Monday: Snacks en route to NYC
 - b. Tuesday: Lunch
 - c. Wednesday: Lunch
 - d. Thursday: Lunch, snack en route to CWHS
2. Each person should decide how much money you will want to spend on such items as snacks, souvenirs, etc. Refer to the itinerary to see where you might want to spend money in this way.
3. Do not leave money in your hotel room or left unattended.
4. When in a large city like New York, it is always best to keep your money close to you (in a zipped pocket or money pack). Don't "advertise" your money to the public and be subtle when you take out your money to make purchases.

Hotel Information

1. Students may not leave the hotel without a chaperone.
2. There will be two keys available to students for each room. Chaperones will pick-up and distribute the keys.
3. Students will not take any "souvenirs" from your room such as towels, etc. The hotel will contact the school with a list of expenses from each room. Students in the room will cover the cost of missing items. Occupants will be billed for any damages in their rooms.
4. Before departure each morning, the director or appointed chaperones will inspect each student room to see that all items are secured and the room is kept tidy. Expectations: trash items in trash cans, suitcases closed, miscellaneous items off the floor, towels hanging, sink area cleared.
5. No boys in girls' rooms, or vice versa, unless all doors are propped wide open.
6. Please do not use the telephone in your room except to notify the front reception desk of some issue in your room. Do not place room service orders or delivery calls of any kind.
7. It is advised not to bring expensive items such as jewelry, etc. Keep all small valuables on you during the day, not in your hotel room.
8. Everyone will be in his/her own assigned room by curfew with doors shut and locked. The Director reserves the right to change room assignments. Curfews will be announced each evening.
9. Any students out of their sleeping quarters after lights out will face immediate disciplinary action as well as School Suspension upon return to CWHS.

Chaperone Information

1. All adults are traveling as agents of the CWHS Performing Arts Department and the Canal Winchester Schools. If you see any issue that needs to be addressed, do it immediately or contact the Director. If punishment is called for, it will be handled by the Director.
2. Check attendance of your student group at all meeting times and bus departures.
3. Each adult will be assigned a small group of students.

4. When checking off students after bus stops, wait outside the bus and make visual contact with each of your assigned students as they enter the bus. Please do not rely on second-hand information on whether or not a student is present at any check-in.
5. Make room and curfew checks as scheduled on the itinerary. When checking rooms, you have the right and responsibility to enter a room and check all parts of the room if necessary, including bags/containers.
6. Please bring these guidelines with you. It contains important information that you will want to utilize throughout the trip.
7. If you have what you consider to be a problem concerning a student, please bring it to the attention of the Director as soon as possible.
8. Please help to remind students of upcoming events, activities, appropriate dress, monies needed, etc.
9. Check student rooms at check-out for any forgotten items.

Trip Personnel Contact Information

Directors:

Todd Phillips – tphillips@cwls.us

Abbey Phillips – aphillips@cwls.us

Trip Medical Officer:

Marcia Gibbons, RN – mgibbons@cwls.us