

CHAPERONE EXPECTATIONS

THANK YOU so much for giving up your time to go to Florida with the band. Without your help and support, this trip will not be the success that we all hope it will be. Please remember that this trip is for the students, and we, as adults are there to help ensure their enjoyment and safety. As a chaperone, there are a few things that will be expected of each of you. These guidelines will help ensure their safety, which is our top priority.

Bus Rules

1. While on the bus, chaperones will be seated throughout the bus to help monitor the students. If you have a preference as to where you would like to sit, please let me know as soon as possible.
Not everyone will be able to sit in the front of the bus.
2. Students must sit on the same bus, the same side, and the same row at all times. However, it does not matter who sits next to the window and who has an aisle seat.

Hotel Rules

1. Male students are not allowed in female rooms.
2. Female students are not allowed in male rooms.
3. Students are only allowed to be on their hall or in the lobby.
4. We must have at least 2 chaperones in the lobby and on each designated band floor in the mornings from 6:15am until we load the buses, as well as in the evenings from the time we arrive back at the hotel until 60 minutes AFTER "lights out." A rotation will be set up so the same chaperone isn't always on duty.
5. Chaperones should never be in student rooms even if it is your child's room, unless it is an emergency.
6. If a child in your group becomes ill while on the trip and needs to stay in his or her room for the next day, you will need to stay at the hotel with them, unless another adult volunteers. All other students in your group will then be attached to another group/chaperone for that day.

Disney World Rules

1. Each chaperone will be assigned a group of students to stay with the entire time. Your own child will be part of this group as well.
2. Chaperones must stay with their student groups at ALL times. Groups cannot split off and go separate ways on their own.
3. Parents and students that are not part of the band trip are NOT allowed to hang out with you or the students you are watching. This trip is for the band students.
4. Everyone will get a 3 day hopper pass. Groups will be able to park hop if they want.
5. We will have meeting times in the evening and specific locations to meet. Times and places will all be announced each morning before we get off the buses at the parks.
6. Once everyone receives their tickets, please take a picture of each student's ticket number with your phone in your group. Students will also take a picture of their own ticket. If a ticket gets lost, as long as someone has the ticket number, Disney can re-issue a new ticket for free.

Medicine and Medical Needs

1. Students are not allowed to carry any type of medicine with them, this includes over the counter (OTC) meds as well as prescription meds.
2. All meds that students have permission to take will be turned into Mrs. Crossley before we leave Piedmont. You will be given basic information of when prescriptions need to be taken so you can help remind the students in your group. Mrs. Crossley will help distribute the morning and evening meds to the students in the lobby area of the hotel each day before we leave and after we get back. If a child needs to take a prescription med or needs any OTC meds during the day

CHAPERONE EXPECTATIONS

while at the parks, Mrs. Crossley will need to meet that student at a predetermined location. You are not allowed to give meds to students for any reason, unless that student is your child.

3. As a parent, you have the right to carry **ONLY** your child's meds (OTC or prescription).
4. If there is a medical issue concerning a student in your group, please follow the instructions below.
 - a. If it is just something small such as a small cut or scrape, just handle it as needed.
 - b. If a child has a headache that won't go away, let Mr. Lukac know, and he will contact the parents to see how they want us to proceed.
 - c. If a student has an upset stomach, it is most likely due to dehydration or eating very heavy, greasy foods in the Florida heat. If the stomach ache doesn't go away, you and your group will need to take the student to the First Aid Station in each park. Most of the time, once students get a chance to sit in the shade and AC, they feel better pretty quickly. Be sure to also let Mr. Lukac know what is going on so he can contact the parents and see how they want to proceed.
 - d. If there is any other type of medical emergency, if possible, go to the First Aid Station immediately and contact Mr. Lukac and Mrs. Crossley. If you can not get to a First Aid Station due to the medical emergency, find the nearest Disney Cast Member (employee) and let them know what is happening. They will be able to get help to you immediately. Share all the information you have with the EMT or other designated responder. Mr. Lukac may be in another park than you, which means it could take me up to an hour to get to you. Once I figure out where you are, I will reach out to see if any other groups are near you so they can come get your kids and "adopt" them while you stay with the injured student until Mr. Lukac or Mrs. Crossley can get to you. The student in question should at no time be left alone.
 - e. As adults, we need to act as if all of these kids are our own, and make sure they stay safe, healthy, and hydrated at all times.

The following statements come from the Union County Public Schools Administrative guidelines for Field Trips. Please review them carefully.

a. **Student Behavior**

- i. Students must follow the UCPS Code of Student Conduct and the behavior guidelines in the school's Student Handbook during field trips. Violations of disciplinary rules may result in student being sent home before the end of the field trip or other consequences as set for in the Code of Student Conduct and/or the school Student Handbook.
- ii. Students are not allowed to operate motor vehicles while on a field trip, even if they are licensed drivers.
- iii. Students are subject to all laws of other states or foreign countries while on a field trip. Parents must agree assume responsibility for any fines or other penalties that may be incurred as a result of a student being arrested or convicted of violating the laws of other states or countries

b. **Supervision**

- i. Chaperones of the same gender as student-participants must accompany all field trips. A minimum adult/student ratio elementary is one to six, middle and high one to ten, is required, including an adequate number of school personnel, unless special circumstances, e.g., medical conditions, disabilities, etc. require more supervision.

CHAPERONE EXPECTATIONS

- ii. In addition to the driver, at least one member of the school staff must travel in each bus used for a trip, and at least one staff member or adult assistant approved by the principal must travel in each automobile used for a trip.
- iii. Volunteer screening requirements apply to all chaperones on field trips.
- iv. Generally, two academic days are the maximum for field trips. This may be placed near a weekend to make the trip longer if necessary.
- c. **Disclosures.** Parents must be informed that:
 - i. All field trips will be cancelled in the event of a Severe (Code Red) Homeland Security Advisory System National Threat Level or an act of terrorism, war, civil unrest, power failure, severe weather conditions, or where other emergency conditions exist.
 - ii. UCPS reserves the right to cancel field trips with little or no notice in the event of a High (Code Yellow) Homeland Security Advisory System National Threat Level.
 - iii. In the event of a cancellation by UCPS, the district has no obligation to refund fees or deposits paid to travel agencies or providers of transportation, lodging, or other trip-related expenses. Parents may be held liable for payment of such fees by travel companies.
 - iv. Parents must agree to waive claims against UCPS in the event that UCPS cancels a field trip for one of the above reasons.
 - v. Other required disclosures may be added at the discretion of the Superintendent. The school must document that each parent received the required disclosures.