GUIDELINES AND INFORMATION

ALL POLICIES OF THE BLACKHAWK SCHOOL DISTRICT ARE IN EFFECT DURING THE ENTIRE TRIP! Parents and students should read the Highland Middle School Handbook found in the agenda. Any behavior in violation of these rules will be handled under guidelines established by the Blackhawk Board of Education in the student handbook. Failure to observe these rules will result in disciplinary action when we return to Blackhawk.

**ALCOHOL, TOBACCO, AND ILLEGAL DRUGS**

School policy as well as state and federal laws clearly forbid the use and possession of these items. Penalties may include suspension from school, and applicable state and federal penalties.

**BAGGAGE**

Each person will be allowed ONE large suitcase which will be stored in the luggage compartment of the bus and a carry-on/backpack. Parents should check their child’s luggage/carry-on for content before they leave the house. All bags can/will be searched before departure. The chaperons attending this trip, as well as representatives from BSD will be present to assist in checking the bags. Students must be present while this process is done. Parents are encouraged to be present as well. Suitcases will remain under the bus until hotel check-in Friday night. Please place your name on the outside of your luggage.

Carry-On: Since we will not unload luggage until Friday night, you may want to pack the following in your carry-on bag.

1. Camera

2. Swimming attire and towel

3. Sunscreen

4. Snacks/Unopened drinks

5. Headphones

**BUSSES**

Mr. Hardesty and other chaperones have the authority to change and move students to a different seat or bus if necessary. Snacks and drinks (sealed only) are permitted to be brought on the bus. Do NOT bring snacks containing peanuts. Please dispose of garbage in the proper bins. Students are reminded to use the restroom before boarding the bus. Roll must be checked before the bus moves and after every stop when anyone gets off. Violating the above rules may lead to an assigned seat on the bus.

**CELL PHONES**

Cell phones are wonderful tools for safety and convenience. There are times where cell phones become a nuisance and a distraction, especially in the educational setting. Blackhawk policy states cell phones are not to be used during school activities: However, we will adapt this policy to make everyone’s trip more enjoyable.

**Please follow these rules for a guide for cell phone usage while on the trip.**

1. **Cell phones are not to be used** while in a restaurant or food location. This is rude and inconsiderate to the guests around you, as well as your friends with whom you are sharing a meal, no matter what others are doing.
2. Students may use their phone to text message and/or play games while on the bus. **STUDENTS ARE NOT TO USE THEIR PHONE FOR VERBAL CONVERSATIONS WHILE ON THE BUS (See Emergency Situations Below).** Students are reminded to use common sense and think when using a cell phone. Students should not use their phone for harassment, to view inappropriate material, or to cause disruptions while traveling. **Cell phones should be placed on silent mode while on the bus**.
3. Students **MAY** take pictures with their phones while touring (when appropriate). However, **students are not permitted to use their cell phone to take pictures at any other time.**
4. If this **PRIVELEDGE** is abused, the cell phone will be taken away and returned at the conclusion of the trip.

If an emergency situation should arise, and you would need to contact your child, call Mr. Hardesty on his cell phone number. If a genuine emergency arises while your child is on the trip, Mr. Hardesty must be made aware of the situation.

The faculty/staff present and Blackhawk School District will not be responsible for lost, stolen, damaged phones or excessive phone bills while on the trip.

A large part of the experience is socializing and interacting with other students. By secluding yourself and focusing on your cell phone, you will miss out on the great parts of this trip. DO NOT ABUSE THIS PRIVELEDGE.

In addition, Mr. Hardesty will be requesting cell phone numbers for the phone each student will have with them while on the trip. These numbers will only be used to alert students of a change in plans or emergencies. The list will be destroyed at the end of the trip.

**CHAPERONES, STAFF, AND BUS DRIVERS**

Students are to cooperate with the staff members, chaperones, and bus drivers at all times. If a problem arises with one of these adults, please do not take matters into your own hands, alert Mr. Hardesty to deal with these situations.

Each student will be assigned a chaperone to take attendance, assign meeting location for check-in times, manage tickets, etc. If disciplinary issues arise, students will walk with their chaperone to assure proper behavior and that rules are followed.

**DAMAGES**

Students, and in turn parents, are responsible for any damages that may occur on the trip (bus, hotel, restaurant, etc).

**DRESS CODE**

All school rules apply. We want to remind you that we are touring our capital and we will see others from around the world. You should want to feel properly dressed for any occasion. We will be doing a LOT of walking. Wear comfortable shoes.

**DISCIPLINE**

All rules contained in the Highland Middle School Handbook must be observed at all times.

**ELECTRONIC DEVICES (MP3 PLAYERS, PORTABLE GAME DEVICES, E-READERS, ETC)**

Bring headphones for your devices to be played on the bus. They should only be played loud enough to be heard by you in the seat in which you are sitting, even with headphones. All devices MUST use headphones. Please remember, if it is too valuable to be replaced easily, do not take it with you. You are responsible for any damages or loss that may occur to these items. You are NOT permitted to bring game consoles with you to use in the hotel.

**EMERGENCY CONTACT INFORMATION**

If a situation arises that you may need to contact your child, please consult the itinerary for times we will be in each location. Mr. Hardesty will have e-mail access while on the trip. If an emergency arises where you will need to contact the group, the emergency contact number will be (347)-SOC-STUD (347-762-7883). This is Mr. Hardesty’s cell phone number for the trip. This phone has the capability of text messaging. If you send a text, please include your name in the body of the text and how you want to be reached. Please realize this is a cell phone; terrain and location will dictate if you are able to get through to him. If Mr. Hardesty does not answer, please leave a message and he will get back to you as soon as he can. Please only use this number if it is an emergency. Also, there will not be access to a charging location while on the bus; the battery in Mr. Hardesty’s (and your child’s) phone may not make it all day before losing battery life.

**HOTEL**

Students will sign-up for rooms. There will be four people to a room. The same four people must remain in the same room throughout their stay. Students are to be in their rooms for bed check. All students are to remain in their rooms from night room check until 15 minutes before breakfast. Failure to follow this rule could result in being dismissed from the trip at parent’s expense. Night security will be on duty to ensure the students will remain in their rooms. IF an emergency occurs during the night, the students should notify the night security personnel stationed in the hallway.

1. Keep your hotel room door locked!!! Any time a knock comes to your door, identify who is there before opening the door. If a sponsor identifies themselves, open the door immediately.
2. Make your behavior such that we will be invited to return. Keep your noise level down as we are sharing a hotel with other guests. There is to be no shouting or running in the halls
3. Hotel rooms should be treated with care. Any damage to the room or any “missing articles” will be billed to those students occupying the room.
4. You are not permitted in any room other than your own. NO ROOM-TO-ROOM VISITING IS ALLOWED.
5. Report any issues to the nearest chaperone or security guard.
6. Choose a room captain to be responsible for your room key and ensure the door is closed and locked when leaving.

**MEDICATION/TRIP NURSE**

We will be traveling with a volunteer nurse for this trip. She will provide basic first aid and consultation to Mr. Hardesty and other chaperones. She will also be responsible for dispensing medication. If a student becomes sick, or does not feel well, the student should alert their chaperone or the nurse.

Medications will be distributed at appropriate times by the nurse on the trip. STUDENTS SHOULD NOT CARRY AND CONSUME MEDICATIONS ON THEIR OWN.

Any medical condition should be discussed with Mr. Hardesty at least one week prior to the trip. Please fill out your medical form with all information known about you and any conditions you may have. Also, please fill out the form pertaining to medication and over-the-counter medicines that may be given or not given to your child. Be very specific when filling out these forms. They will be kept confidential.

The parent/guardian must register each medication, prescription and OTC drug the student is to take while on the trip. If a medical emergency arises, OTC medication as well as prescription medication must be known and relayed to the paramedic or physician. This information will be kept confidential by Mr. Hardesty. All PRESCRIBED MEDICATION MUST BE IN PRESCRIPTION BOTTLE WITH THE DOCTORS ORDERS LISTED ON THE OUTSIDE. Baggies with unidentified pills will not be accepted.

**All over-the-counter medication must have a parent’s note attached and have the manufacturers seal intact (NEW BOTTLE OR PACKAGE). No previously opened OTC bottles will be permitted.**

Please consult with Mrs. Haddox and Mr. Hardesty prior to the trip for forms and clarification.

**MOVIES**

Each motor coach is equipped with a DVD player. Movies that are to be played on the bus will be rated PG-13 and lower (some PG-13 movies will not be played). Students who wish to bring in movies to be played on the bus may do so. Please place your name marked on the box. The discretion of the staff member on the bus will be used to show a movie.

**PROFANITY**

We will not tolerate profanity or inappropriate language. Respect others!

**PUBLIC DISPLAYS OF AFFECTION**

There are to be no public displays of affection on the bus, or at any function or location we visit.

**SEARCHES**

Students are subject to being searched by school personnel when their behavior creates a reasonable suspicion of:

 -Being in possession of anything that is prohibited by Blackhawk School District policy

 -Being under the influence of a controlled or banned substance

 -Theft

 -Any other conduct that might require a cursory search of any student’s person or belongings

**SCHEDULE**

Please note we will make every attempt to keep to the times listed in the itinerary. However, unforeseeable circumstances, traffic, mechanical problems, etc. may occur. Please plan ahead and communicate with Mr. Hardesty if an issue arises due to delays or changes in our itinerary.

**SOUVENIRS**

Students may bring money to purchase souvenirs while on the trip. It is recommended that the students do not bring excessive amounts of money and they are responsible for keeping it safe.

Much of this trip is walking around and touring. Any souvenirs that are purchased must be carried by the student until we return to the bus at our scheduled time. No special trips to the bus or hotel will be permitted.

Please note: Medieval Times sells replica weapons (swords, knives, etc.). Students are not permitted to purchase these items while on the trip. Should a student purchase one it will be confiscated and WILL NOT be returned to the student.

**THEFT**

Students are responsible for their own belongings and valuables. The school district, school district officials and chaperones are not responsible for any items lost or stolen. Keep your valuables at home and keep money in a safe place. DO NOT BE TOO TRUSTING OF STRANGERS OR FRIENDS!

**TOURING**

You must stay with your chaperone at all times. Be at all meeting locations ON TIME.

All students must attend all scheduled events and all meals (including breakfast). Students must check in with chaperones every morning before breakfast.

**CONSEQUENCES**

Violating school rules while on the trip will result in appropriate action through local authorities and the school district. This may include and is not limited to:

 - Being sent home at the expense of the parent.

 - Punishment under school rules

**THINK BEFORE YOU ACT AT ALL TIMES!** Consider the result of your actions before you do something. You might jeopardize everyone’s trip or future trips by doing something wrong. You might also jeopardize your own future in one foolish second. Set the example for courtesy and good discipline.

We will be traveling a long distance and spending a lot of time together. There will be very little “down time.” Traveling with 100 people is not like traveling with your family. It will take extra time to load the bus, eat in a restaurant, stop at a site, etc. There will be times where you will become frustrated, tired, and cranky. Relax, take a deep breath, and remember you could be at home doing chores.