

This message is to talk about departure day:

THINGS TO KNOW:

1. My first suggestion has to do with parking. While I think we live in a really great community, I strongly suggest that you not leave your car in the student parking lot for six days. The best option would be for you to either have someone drop you off or leave a set of keys so that someone can pick your car up later.

2. If you are a chaperone that is driving, I remind you that you cannot park in the student parking lot or in front of the school on the campus side. Both of those areas have restricted parking and your car will have been towed by the time you get home.

3. The only options for leaving a car would be to park on the administration side of Brazoswood Drive but not in the administrative parking lot, which is also restricted.

4. I will be at Brazoswood HS by 5am on departure day so that parents who are dropping their kids off before work can be assured that both luggage and medications will be properly stored and checked in. I will open doors to the Performance Gym as our departure point.

5. Since chaperones are also required to check in all luggage for drug dog inspection, you are more than welcome to drop off your luggage and then leave until departure time.

6. REMEMBER: We are all bound by the same rules that guide the kids. Since chaperones are always in the care of students, no alcohol or drugs of any type can be a part of this trip. You are always expected to set the standard. **Any sign of drug use or impaired behavior will result in our immediate request for assistance from the local police department.**

7. Organizational Shirt... Students must wear their organizational shirt on the bus on the day of travel. We want them physically wearing their performance shirt when we leave the campus. This makes it easy to spot a student as we depart and insures that they are ready to perform upon arrival. Extra shirts are available for purchase in the choir room.

8. As you enter the gym for luggage storage, the **medical check in table** will be to your right. Adults will be manning the table. Remember to turn in your medication in a zip lock bag containing the medicine in its original container. The bag must also contain a parent note detailing who the medicine belongs to and when it is to be given. The note should also contain the parent name and contact number. Each package will be placed in a sealed bag that is sorted by your child's bus assignment. Only the chaperone will have access to the medication and distribute it to your child.

9. You luggage will be sorted into two piles for either on the bus or under the bus. Please be sure that all items are labeled both inside and out with a name. I suggest that you make your luggage easy to spot. We will easily have over 600 pieces of baggage on this trip. All traveling luggage **MUST** be in the gym by 7:30am on April 17th.

10. The students will be released to eat "**A-Lunch**" and then meet in the Performance Gym at Brazoswood. All trip participants will meet in the gym as our secure holding area. After we finish with the check in process, we will release the chaperones and load crew to begin the process of bus preparation. Quickly following that time we will release the trip participants for loading and departure.

11. As soon as I get a clear check on the buses, we will depart. My goal is to have **wheels rolling by 2:30pm** so that we can make our first stop on

time. Please understand that bus companies and people are both dynamic elements in this departure equation. We will move as quickly as we safely can towards departure. There are things that have to be done before we leave. Please follow all instructions quickly and with the understanding that you may not know all of the moving pieces but I do.

12. **The drug dogs** will inspect every item of traveling luggage. No parents or students will be allowed in the area when the dogs are working. Local school officials and campus police will be onsite for the inspection. If something is found, the police and school principals will be in charge of the next steps. We will not delay departure but that student or adult may not be allowed to travel if they are under investigation. Fair warning to make doubly sure that everything is free of drugs, alcohol and all other banned substances.

13. For students wishing to leave **backpacks**, we will provide a locked room for storage. These items will not be available until we return from Florida.

14. All teachers will receive notes indicating our travel plan for students. This trip has been fully approved by every level of school administration and they are always in the communication loop.

15. **Finally**, academic edits and grades are in control of travel. We do have a few students who may not be able to travel and it is possible that this may also have an impact on chaperones. If you have a child traveling on this trip, **PLEASE** be sure that you have had the academic conversation with them. If they are ultimately failing, they may not travel and they forfeit all funds. Late work or additional extra credit assignments will not alter their travel status. All work has to be completed within the official grading periods even if it takes a day or so for the teacher to enter it in the computer. As per the trip contracts, there are no financial refunds.