Dear student and Parent/Guardian:

This booklet contains a collection of information, which will answer a majority of the questions you and your parents/guardians may have as you prepare for this year’s Performing Arts Trip scheduled for April 27 – May 1, 2016. If you have any additional questions, please contact one of us. A great deal of time, effort, and money has gone into making your trip a success. The rest is up to you. We sincerely hope that all those who attend the trip will have an excellent time. We expect that all students will conduct themselves according to established rules and participate willingly in all planned activities. Continue to make us proud of you.

Mr. Eric Forman and Mrs. Allison Kane.

Mandatory Meeting for both student and parent/guardian – **Tuesday, April 12. 7:00pm**

**Bring with you all forms, filled out from the web site as well as a photo id and your final payment.**

**WEATHER IN FLORIDA** Please keep in mind that the Florida sun is very strong. If you are sensitive to the sun, please come prepared with sunscreen, hat, etc. for protection. Remember that one hour of Florida sun is equivalent to five hours of northern sun. Students should use proper sunscreen to avoid a hospital visit – don’t forget the tops of your feet! Remember to drink plenty of water. Disney gives free water at every restaurant.

**BAGGAGE/CLOTHING** You are permitted to take one suitcase weighing no more than 44 lbs. and one carry-on on the plane. (see TSA documents) The carry-on must be small enough to fit under the seat in front of you. Those in band will bring their instrument as a carry on and a small backpack. If you can limit yourself to just one piece of baggage, it will make the trip a little more hassle-free and enjoyable. The key word concerning clothes is “comfort!” During your time at Disney World/Epcot Center/MGM you will be doing a lot of walking. Comfortable walking shoes are a must! Do not bring sandals or flip flops if you haven’t broken them in. You have been wearing winter clothing for months – your feet are not use to them yet and blisters can ruin an experience. Essentially, you will wear spring/summer clothes, but be advised that evenings can be chilly in Florida at this time of the year, and you may need a jacket or sweater.

**SPENDING MONEY** All tickets of admission are paid for. We have a 4day park-hopper pass. We will be in the parks Thursday, Friday, Saturday and Sunday.

Students have $50 for food each day. That breaks down to $11 for a complete breakfast, $15 for lunch and $15 for dinner and $9 for snacks/desserts. You may want spending money for some snacks, gifts, and the like but it is not essential. It is suggested that you avoid bringing a large amount of cash with you. We suggest that you purchase traveler’s checks or a Disney Gift Card so that your spending money is safe.

**MEDICATION** There is no official nurse attending this trip. Chaperons are available to help remind students but are not liable to give students meds or fight a student if a student refuses to take their medication. Any student who requires taking ANY kind of medication must have original script and be in original containers. It is the student’s responsibility to keep it with them at all times, (This includes aspirin, other types of over-the-counter medication, and prescription medicine). All over the counter medication must be in new and unopened container. The following guidelines will hopefully clarify the procedures for registration of medication.

* All inhalers must be registered by law.
* All medication must be in the original container on the day of registering the medication and on the trip.
* Over the counter medication must also be registered and in the original container.
* All medication must be carried on the person or in the carry-on luggage with the medical information.

**HOTEL** We will be staying at the Caribbean Resort in the Disney complex. Disney maintains strict codes of conduct while in the hotel. Please be mindful of the other guests staying at the hotel.

**DEPARTING PROCEDURES** On Wednesday April 27, 2016 there will be a mandatory luggage check for all students at 7:30am in room A-12 (Mrs Kane’s classroom). All luggage/baggage/backpacks/instrument cases etc will be checked by the student’s chaperon and/or administration. We will board the busses for the airport as soon as we have everyone or time demands. Due to Airport security procedures we are unable to wait for extended periods of time. You must be prompt.

All students must have a Photo ID in order to travel from Boston Airport. No student will be admitted on the flight without one and will forfeit the cost of the trip. Students can use their North Reading student id or a drivers license.

**PLANE ETIQUETTE** We are only in flight for about two hours. You will be given seat assignments and they are ***not*** to be switched. Traditionally, you are given a seat next to the person in line with you and these seats are grouped together with your chaperon. To assist in departure, go directly to your assigned seat after boarding and stay there.

**CHAPERONES**: The chaperones have the authority to search persons, personal belongings, and accommodations whenever they deem such action necessary. Room checks will be held nightly. In the event of any problems, students should make every effort to see the chaperone specifically assigned to their rooms.

**ROOMS**

* **PROPERTY DAMAGE:** The chaperones and students immediately upon arrival to the hotel will inspect Rooms. Report any item that may have been damaged prior to arrival to the chaperones. Students and chaperones will complete a signoff form after the room has been inspected. The occupants of each room will be financially responsible for any property damage.
* **ROOM CHARGES:** Students are responsible for their phone charges, broken or stolen items, etc. Under no circumstances should food be ordered and delivered to the room. It is recommended that you buy snacks to have in your rooms. Deliveries of food to the hotel will not be permitted. **CURFEW**: Curfew times will be announced daily and will be strictly adhered to by the students. All students must stay in their assigned rooms between curfew and 7:30 AM. No outside visitors are allowed in rooms – no exceptions.
* **Room Assignments:** The front desk will not give keys to every students. Students will be charged for lost keys. When the group leaves the premise, the room keys *MUST* be turned over to your chaperon. You will get them back at the end of the day but it will reduce the risk of losing them on a ride.
* **House Keeping:** Students are reminded that housekeeping will not make beds if personal items are left on them. Your cooperation in keeping rooms orderly will be greatly appreciated by the establishment.
* **Checkout Policy:** On checkout day, rooms will be checked by chaperones. Keys will be collected and doors locked when students are out of the room. All damages and missing items must be paid for prior to leaving.

**VIOLATIONS**: Any school trip policies, school rules, hotel, or other public laws and regulations, local, state and county laws will be dealt with accordingly. Parents/guardians and students will be required to attend a meeting April 12, 2016 and affix their signatures to the above rules prior to the trip. While on a school trip, students may not leave the authorized areas. Students who depart from the authorized areas will be suspended and subject to being sent home at the **expense of their parent or guardian**. If you have any question relative to authorized areas, ask any chaperone who is on the trip.

**ALL STUDENTS MUST PARTICIPATE IN ALL PLANNED ACTIVITIES**. All students who participate must leave and return with the group on the scheduled flights and bus transportation provided. No arrangements will be made to meet other parties or leave students at the conference location or other locations without written administrative approval.

**RULES AND REGULATIONS**

1. *ALCOHOLIC BEVERAGES/DRUGS:* Possession, distribution, purchase, and/or consumption of alcoholic beverages or drugs not registered with the school nurse, are prohibited and will be cause for terminating the trip for the person(s) involved. The parents/guardians and/or student(s) will assume all legal and financial expenses for the trip home. If necessary, the local authorities will be contacted.
2. *DISCIPLINE*: Any student who is sent home for discipline reasons will be referred for an administrative hearing. The parents/guardians and/or student(s) will assume all legal and financial expenses for the trip home.
3. *ADDITIONAL REASONS FOR BEING SENT HOME:* Stealing, fighting, breaking curfew, shoplifting, inappropriate behavior, leaving Disney property or other actions, which impact upon the orderly process of this trip. The administrator or individual in charge of the trip will evaluate infractions on an individual basis.

**OTHER POINTS OF EMPHASIS.** Students should pack their swim suit and a 3oz bottle of sun screen in their carry on. We will go directly to the pool when we arrive while we wait for our rooms. Students should be discouraged from bringing expensive jewelry and valuable items, as storage may be a problem. If you insist on bringing expensive jewelry, it should not be left in your room! We will be leaving directly from the Park to the airport for our return trip, so students should pack clothing in their carry-on.

Breakfast at the hotel will begin between 7:00 - 7:30 AM. There is mandatory check in at breakfast with your chaperon. Students are encouraged to eat a healthy breakfast each day. Students are reminded not to wait until the last minute to head for breakfast.

Shirts and shoes must be worn at all attraction centers and eating establishments.

**ANIMAL KINGDOM, MAGIC KINGDOM, EPCOT, and MGM**

* If you become ill while at the park, report to the nearest First Aid Station and inform your chaperones. The First Aid Station in the Magic Kingdom is by the Crystal Palace Restaurant on your left. The location in EPCOT is by the Odyssey Restaurant. At MGM, the location is to the left as you enter the park. If you are having any problems ask any Disney World employee for assistance.
* There are lockers in each theme park. They cost money and this would be out of pocket for a student if they choose to utilize them.
* Students should be cautioned against shoplifting at any of the attraction centers as security systems are flawless and penalties are stiff including being arrested and possibly sent home.
* You must be extremely careful with your tickets for the theme parks. We have no replacements for lost tickets. If you lose yours, YOU will have to purchase another.
* A note on souvenirs: buy only what can fit in your suitcase or under your seat. There are no accommodations for large packages (or anything fragile) on the plane. Please be advised in advance and save yourself a lot of trouble.

\*Should you have any questions concerning the trip please contact one or all of the following individuals:

NRHS Performing Arts Staff:

Eric Forman and Allison Kane

**Information taken directly from the TSA web site for your convenience**

Key Travel Tips (http://www.tsa.gov) BEFORE YOU GO:

Pack Smart IMPORTANT: CURRENTLY MAXIMUM ALLOWANCES FOR CHECKED BAGGAGE SIZE IS 62” OR LESS (L+W+H) AND BAGGAGE WEIGHT OF UP TO 44LBS. BAGGAGE LIMITS, SIZE DIMENSIONS AND WEIGHT LIMITS ARE ALL SUBJECT TO CHANGE BY THE AIRLINES AND ARE SUBJECT TO ANY POSSIBLE ADDITIONAL CHARGES BY THE AIRLINES.

Carry-on baggage is a small piece of luggage or backpack you take onboard the airplane with you. You are allowed one carry-on in addition to one personal item such as a laptop computer, purse, small backpack & briefcase or camera case. These items will go through the security screening process. Please LABEL your laptop with a business card or other identifying information beneath your laptop to avoid loss or the accidental "exchange" by travelers.

Checked Baggage is luggage you check in at the ticket counter or at the curbside. It will not be accessible during your flight. Please refrain from locking your checked baggage or use one of our Accepted and Recognized locks. If your baggage alarms and our Security Officers cannot gain access to your checked bag, unrecognized lock may be broken.

DO NOT pack the following items in your carry on baggage:

We encourage each adult traveler to keep his/her airline boarding pass and government issued photo ID available until exiting the security checkpoint. The absence of proper identification will result in additional screening.

• You are now allowed to carry travel-size toiletries (3 ounce or less) in ONE, QUART-SIZE, clear plastic, sealable bag through security checkpoints. ONE PER PERSON – NO GALLON BAGS • In addition, travelers can now bring beverages and other items purchased in the secure boarding area on-board the aircraft. • Place the following items IN your carry-on baggage or in a plastic bag prior to entering the screening checkpoint: • Mobile phones • Keys • Loose change • Money clips • PDA's (personal data assistants) • Large amounts of jewelry • Metal hair decorations • Large belt buckles • Take your laptop and video cameras with cassettes OUT of their cases and place them in a bin provided at the checkpoint. • Take OFF all outer coats, suit coats, jackets and blazers. Important Information For Our Travelers with Disabilities and Medical Conditions: We are continuing to permit prescription liquid medications and other liquids needed by persons with disabilities and medical conditions. This includes: • All prescription and over-the-counter medications (liquids, gels, and aerosols) including KY jelly, eye drops, and saline solution for medical purposes; • Liquids including water, juice, or liquid nutrition or gels for passengers with a disability or medical condition; • Life-support and life-sustaining liquids such as bone marrow, blood products, and transplant organs; • Items used to augment the body for medical or cosmetic reasons such as mastectomy products, prosthetic breasts, bras or shells containing gels, saline solution, or other liquids; and, • Gels or frozen liquids needed to cool disability or medically related items used by persons with disabilities or medical conditions. However, if the liquid medications are in volumes larger than 3 ozs each, they may not be placed in the quart-size bag and must be declared to a Transportation Security Officer. A declaration can be made verbally, in writing, or by a person’s companion, caregiver, interpreter, or family member.

Our checkpoint security screening procedures for persons with disabilities, medical conditions, and the mature have not changed as a result of the current threat situation. All disability-related equipment, aids, and devices continue to be allowed through security checkpoints once cleared through screening. Disability and medically related items permitted beyond the checkpoint include:

Wheelchairs Scooters Crutches Canes Walkers Prosthetic devices Casts Support braces Support appliances Service animals Baby apnea monitors Orthopedic shoes Exterior medical devices Assistive/adaptive equipment Augmentation devices Ostomy supplies CPAP machines respirators Hearing aids Cochlear implants Tools for wheelchair {disassembly/reassembly} Personal supplemental oxygen CO2 personal oxygen concentrators Tools for prosthetic devices Medications and associated supplies Braille note takers Slate and stylus All diabetes related medication, equipment, and supplies Any other disability-related equipment and associated supplies

People with disabilities, those with prosthetic devices, and those with medical conditions do not have to remove their shoes during this heightened security level nor has this been the case during routine travel times. Those who keep their shoes on will be subjected to additional screening that includes a visual or physical and explosive trace detection sampling of their footwear. To help people with disabilities or medical conditions, we have developed guidelines with input from various disability-related groups & organizations. We have trained our airport Security Officers to ensure effective, safe, comfortable, dignified, and respectful screening at all security checkpoints.

Below are some tips on being prepared for security screening and some links to more specific information. • Notify your airline or travel agent in advance if you need assistance at the airport. We can only help you with the screening process. Your airline will help you through the airport facility and the screening line. • If you need someone to accompany you through the security checkpoint to reach your gate, ask your airline representative about getting a gate pass for your companion before you enter the security checkpoint. • The limit of one carry-on and one personal item (purse, briefcase or computer case) does not apply to medical supplies, equipment, mobility aids or assistive devices carried or used by a person with a disability. • Pack your medications in a separate pouch/bag to simplify the inspection process. Don’t fill medication containers too densely, and make sure that all your medication is clearly identified. If you have any medication that you do not want exposed to x-rays, don’t pack it in your checked baggage. Instead, send larger quantities of medications to your destination by mail (or any other way you prefer.) • If you have medical documentation about your medical condition or disability, you can present this information to the security officer to help inform him or her of your situation. We don’t require this documentation and it will not exempt you from the security screening process. • Make sure have an identification tag on all your carry-on items, equipment, mobility aids, and devices.

SUBJECT TO CHANGE – PLEASE VISIT (http://www.tsa.gov) FOR ANY UPDATES/CHANGES (1/11)