

*Whitewater Middle School Band*

# Orlando Trip Handbook



*May 6-8 , 2005*

**Bill Melton**

**Band Director**

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## Whitewater Middle School Band Orlando Trip 2005

Dear Whitewater Band member and Parents,

I hope you are excited about the band trip to Orlando as I am. It was certainly a privilege for the band to be selected to participate in the Signature Instrumental Workshop. I know this trip will be remembered for a long time. I think that we have put together a first rate, high quality and fun-filled trip.

This handbook is designed to give the student and the parent detailed information concerning our trip. Hopefully it will answer any question you might have. Also, it will specify what is exactly expected of every student. Of course all Fayette County Board of Education and Whitewater rules are in effect for this trip as well as any band rules outlined in the handbook. Please read this entire handbook thoroughly and make certain that parents and children understand all rules and policies completely. Should you have any other questions, please feel free to call me at school (770-460-3450) or e-mail [whitewaterband@fcboe.org](mailto:whitewaterband@fcboe.org).

Taking 56 students anywhere is a major undertaking, especially when you're taking them out of state. Therefore, ground rules must be set and adhered to by the students so that the trip may run as smoothly as possible. All students **MUST** obey all rules in this packet. Failure to do so could result in losing park privilege, phone calls home to parents, or being sent back home via Greyhound bus or plane. As stated before, all school rules still apply, with infractions being handled in the usual way.

Every student must have on file, the band medical release form, a signed doctors permission form for prescriptions and over the counter medication, school release form, and movie form. The student will be allowed to board the bus unless I have these forms in my possession. All forms should had been completed and turned in by Friday, April 22, 2005.

Each student has been assigned a chaperone that will be responsible for that student throughout the trip. If there is any special information that should be brought to the attention of that chaperone, please give me the information and I will relay it to the attention of that chaperone, or call me and I will give you that chaperone's phone number. You will find the chaperone assignments in this handbook.

Again, let me express the excitement that I have for this trip. If we all work together, this should be a wonderful trip. Please read this packet and discuss it with your child.

Sincerely,

Bill Melton

## **Foreword**

This handbook was written to help ensure a safe and memorable trip for all of us involved as the Whitewater Middle School Band travels to Orlando to participate in the Signature Instrumental Workshop.

## **Purpose of the Trip**

Our purpose of the trip is to apply valuable musical and professional techniques to our own playing experiences. Yes, we want to have a good time (and we will), but that is **NOT** the sole reason for the trip.

## **Motto for the Trip**

**“IMPRESS EVERYONE YOU COME IN CONTACT WITH”** Show that you are worthy of the instrumental workshop invitation by being kind and courteous to everyone you see (chaperone, waitresses, bus drivers, citizens of Orlando, Universal personnel, etc.)

## **Remember....**

Many people have worked very hard to make this trip possible for you. Don't set back our band program with poor attitudes or behavior. Keep our band program moving onward and upward. The future plans (including trips) for the Whitewater Band program hinge on how well you perform, conduct yourself and cooperate with others on the trip.

## General Rules

1. Keep your copy of the schedule with you at all times.
2. Students must be quiet and attentive when receiving instructions. Often, there is not time to repeat instructions for those who refuse to listen.
3. Eat properly on the trip (including breakfast). We need you feeling your best on the trip.
4. Don't deliberately make a mess in a restaurant. If you should accidentally make a mess, YOU clean it up.
5. If at any time on the trip a student becomes ill, make sure that your chaperone is aware of it.
6. Any student with special medical problems or that takes medication must report this to Mr. Melton or chaperone on the proper form.
7. If you accidentally break something, report it immediately to Mr. Melton or the nearest adult chaperone (work to avoid this situation).
8. Should you discover anything lost or stolen during the trip, report this to Mr. Melton.
9. Do not be late or cause your group to be late for any departure time or scheduled event.
10. Students are to be polite and courteous at all times, especially in restaurants, the hotel, etc. Please use "Yes or No Ma'am" or "Yes or No, Sir" when addressing an adult (even if you normally do not have to.) Be sure respond with a polite "Thank You" if someone compliments you (or the band as a group) on either musicianship or citizenship.
11. Good behavior is expected at all times. No immature behavior, "rough-housing" etc. will be tolerated on this trip.
12. All luggage, instruments, etc. must be clearly labeled. We don't plan on losing anything-but if we did, we might be able to recover properly labeled items.
13. Be careful not to complain about a situation that does not go exactly to suit you. **BE FLEXIBLE!** Doing something important like traveling and performing always exerts unusual pressure and demands. Be mature enough to handle it!
14. All Fayette County Board of Education and Whitewater Middle School rules apply on this trip.
15. Public displays of affection will not be tolerated.
16. Alcohol, tobacco and illegal substances are strictly prohibited.
17. Leave other people's belongings alone. **IF IT ISN'T YOURS----DON'T TOUCH IT!**
18. **"If in doubt, don't do it." IMPRESS EVERYONE YOU COME IN CONTACT WITH.**

# Orlando Trip 2005

## Trip Schedule

### *Subject to change*

#### Thursday, May 5

11:30p.m.: Meet/ Go through check out procedure

#### Friday, May 6

12:15a.m.: Leave Whitewater

1:00-6:00: Sleep/Quiet on the bus

8:00a.m.: Buffet Breakfast-provided

10:00a.m.: BAND CLINIC WITH RICK GREENWOOD/ UNIV OF  
CENTRAL FLORIDA

1:00p.m.: Arrive at Universal Studios

#### **Lunch on your own –bring money**

5:00-5:45p.m.: Cell phone checkin-all groups must checkin

7:00p.m.: Park closes

7:45p.m.: Meet at buses to leave

**8:00p.m.: Dinner Buffet-provided**

9:30p.m.: Check into hotel

10:15p.m.: All students in room

10:45p.m.: Lights Out

#### Saturday, May 7:

7:30a.m.: Wakeup/ Breakfast at hotel -*Students cannot be outside the  
room before this time*

8:45a.m.: Load bus for Islands of Adventure

9:00a.m.: Arrive Islands of Adventure

#### **Noon**

#### **Lunch-use meal coupon**

**2:00-2:45p.m.:** Cell phone checkin-all groups must checkin

#### **Dinner-on your own-bring money**

**8:00p.m.:** Park closes

**8:15p.m.;** Meet at buses/ Go to Downtown Disney

**10:15p.m.:** Leave Downtown Disney

**10:45p.m.;** In rooms

**11:15p.m.:** All lights out

#### Sunday May 8:

7:30a.m.: Wakeup/ Breakfast - Students cannot be outside the  
room before this time

8:45a.m.: Load bus/ all luggage/turn in room keys/ check

rooms

9:00a.m.: Leave hotel

12:00noon Lunch-Valdosta Mall-you provide-bring money

5:00p.m.: Arrive Whitewater MS

Fairfield Inn and Suites  
Canada Ave.  
Orlando, Fla.  
407-351-7000

Emergency Cell Number  
Bill Melton  
404-643-9051

## CHAPERONE GUIDELINES

1. Thank you in advance for your willingness to go on this trip and for your help with administrative tasks.
2. Please read the handbook thoroughly and become well acquainted with the rules and policies.
3. You will be solely responsible for a small group of students for entirety of the trip. Please try to handle their problems yourself using the handbook as a guide. Consult Mr. Melton if you cannot solve the problems or if the problem is severe.
4. Even though you are in charge, please do not overrule any rules or policies stated in this handbook.
5. All chaperones are expected to follow the rules of Whitewater M.S. and the Fayette County Board of Education.
6. Please check to see that your students are in their rooms at curfew times and calm them down if they are noisy.
7. In the mornings, please see that your students are awake in time for breakfast or to load the bus.
8. During free time at the hotel, please wander the grounds and make yourself very visible.
9. Please make sure that people assigned to bus clean up duty on your bus pick up all trash, etc. on your bus at the end of the day.
10. At all parks Mr. Melton will distribute all tickets and meal coupons to you and you will in turn distribute your tickets to your students.
11. Some of you will be assigned to 1 breakfast duty. A security guard will be hired to monitor our kids throughout the night. In the morning for breakfast duty please be in the breakfast area of the hotel to monitor kids. Also, be sure students clean their area before they leave.
12. Alcohol and tobacco products are not allowed.

## **RULES FOR THE HOTEL**

1. You are responsible for carrying your luggage to your room from the bus and vice versa.
2. DO NOT leave your room after curfew. You are not to leave for cokes, ice, or for any other reason.
3. If you have a problem, please call your chaperone first. If your chaperone cannot handle the problem, they will call Mr. Melton for assistance.
4. Keep all noise to a minimum. There are other guests in the hotel besides us.
5. DO NOT charge anything to your room. (NO room service, calls, movies, etc.)
6. Be careful in your room. No horseplay.
7. Get sleep! You will need your energy to function properly.
8. No room trading.
9. Boys are not to enter girls' rooms and girls are not to enter boys' rooms.
10. Before checking out, your room must be straightened and paper and trash thrown in the trash can.
11. Abide by all rules listed by Fairfield Hotel and Suite.
12. A security guard will be on duty throughout the night and will give Mr. Melton a report on noise and behavior the beginning of each morning.

## **RULES FOR THE PARK**

1. You will be required to stay with a chaperone while in the park. However, you must use the following guidelines:
  - You must remain with your group AT ALL TIMES. No splitting up to see different attractions.
2. You will have a check in time in the park. During this hour, your chaperone will use their cell phone to check in with Mr. Melton.
3. Show courtesy and respect AT ALL TIMES.
4. Wear a watch to keep track of time.
5. DO NOT be late for check-in and bus leaving times.
6. You are not to leave the park for any reason. (This includes the hotel)
7. In case of a bonafide emergency see your chaperone and then Mr. Melton.
8. The dress code for the parks will be same as for the school. No halter tops, swimsuit tops, shirts with profanity, etc.
9. Remember that you are representing your school, your city, and your state.

## **RULES FOR THE BUS**

1. Your chaperone will be stationed outside the buses before we depart each location. For information on times and details ask them before you load the bus.
2. DO NOT load your own luggage into the luggage carrier. Place it in the designated place outside your bus and allow loaders to pack it under the bus.
3. You must remain on your assigned bus for the entire trip. NO bus trading.
4. NO radios or tape players without headphones. We do not mind you bringing them on the trip, but we assume no responsibility if your radio or tape player is lost or stolen.
5. Please remain seated, facing forward as much as possible.
6. Be courteous and respectful to chaperones and driver.
7. No loud talking or horseplay.
8. At stops, remain quiet and seated and await instructions.
9. Allow the bus loaders to exit the bus first at all stops.
10. Please be silent when Mr. Melton boards the bus for instructions or when a chaperone is giving instructions.
11. Please limit your luggage to one small suitcase, a small carry-on or bookbag, and band instrument.
12. Don't forget the munchies to share with your friends on the way down and back.
13. All drinks should be the twist on lid or resealable lids. No cans.
14. Keep the bus clean. Deposit all garbage in trash bags.
15. Students may only sit boy/boy or girl/girl in each 2 seat row.

## **CELL PHONE USE**

1. Students may bring cell phones on this trip.
2. All cell phones numbers will be registered with Mr. Melton
3. Abuse of the cell phone privilege will result in a parent contact and possible cell phone confiscation.

## **Boys Room-Orlando**

### **Room 1-*Bill Hawthorne-chaperone***

1. Matt Doss\*
2. Cody Gilleland
3. Jeremy Davis
4. Jake Gunter

### **Room 2-*Bill Hawthorne-chaperone***

1. Brandon Lee\*
2. Ryan Hurst
3. Kyle Taylor
4. Cody Hendrickson

### **Room 3-*Kevin Fannin-chaperone***

1. Adam Bowen\*
2. Ashton Fannin
3. Taylor Lee

### **Room 4-*Danny Lundstrom-chaperone***

1. Andrew Lundstrom\*
2. Neal Royal
3. Jared Brumbeloe
4. Caleb Saunders

### **Room 5-*Greg Muse-chaperone***

1. Kirk Muse\*
2. Evan Todd
3. Casey Noel
4. Alec Hawthorne

### **Room 6-*Kevin Fannin-chaperone***

1. Stefan Bynoe\*
2. Michael Coats
3. Justin Hill
4. Bert Sykes
- 5.

### **Room 7-*Danny Lundstrom-chaperone***

1. Matt Henley\*
2. Chris Murray
3. Austin Mashaw
4. Jimmy Pedone

### **Room 8-*Greg Muse-chaperone***

1. Chris Cerovsky\*
2. Drew Corley
3. Josiah Myerscough
4. Ehizele Osehobo

\*-Room Contact

## Medical and Release Forms

I/We \_\_\_\_\_ as parents/guardians of \_\_\_\_\_ do hereby release the Fayette County School System, its employees, or actual chaperones of any responsibility in the event of injury or harm to my child while traveling with the Whitewater Band to Orlando on May 6-8, 2005. I also give Mr. Melton permission to seek medical services for my child during this trip, and I agree to pay all expenses incurred. I will also be responsible for any other expenses incurred by my child during this due to damage to property, unauthorized charges to his/her room, or for any other reason.

\_\_\_\_\_  
Parent/ Guardian

\_\_\_\_\_  
Date

Student's Name \_\_\_\_\_

Parents' Name \_\_\_\_\_

Parents' Address \_\_\_\_\_

Parents' Phone (H) \_\_\_\_\_

(W) \_\_\_\_\_

Emergency Name: \_\_\_\_\_

Emergency Phone \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

Insurance Company \_\_\_\_\_

Students' Allergies \_\_\_\_\_

Other Medical Problems \_\_\_\_\_

Student's Medication \_\_\_\_\_

List any other information we need to know \_\_\_\_\_

\_\_\_\_\_

## ADMINISTRATION OF MEDICATION AT SCHOOL/TRIP

Whitewater Middle School Fax Number: 770-460-0362

Student's Name: \_\_\_\_\_

Type of Medication: \_\_\_\_\_

Specific Instructions:

Frequency ( or time):

Dosage:

Other instructions:

Signature of licensed physician \_\_\_\_\_

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### OVER THE COUNTER MEDICATION

The section only has to be signed by a parent.

Please check any of the following over the counter medications that will be made available on this trip that we can administer to your child. Add any additional medications not listed. Parents must provide those medications not listed below.

Tylenol \_\_\_\_\_

Advil \_\_\_\_\_

Benadryl \_\_\_\_\_

Imodium \_\_\_\_\_

Pepto Bismol \_\_\_\_\_

Cough Drops \_\_\_\_\_

Other \_\_\_\_\_

(Please send this in a plastic bag with your child's name on it. It will be given to a chaperone and administered by them.)

### PARENT'S AUTHORIZATION

I authorize the administration of the above medication by a school employee designated by the school principal and in accordance with the instructions and directions furnished by the physician.

Signature of parent or guardian \_\_\_\_\_

Date \_\_\_\_\_

Students who have a current Administration of Medicine form on file in the Whitewater Middle School clinic may use that form for this trip. Please check below if you wish that form to be used for this trip.

\_\_\_ My child has a current Administration of Medicine form on file in the Whitewater Middle School Clinic.

### **STATEMENT OF UNDERSTANDING**

For the student: Mr. Melton, I have read all rules and policies stated in this handbook and agree to abide by them completely:

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Student Signature

For the parent: Mr. Melton, I have discussed this handbook with my child and understand all rules and policies that will be utilized:

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Parent Signature