

2024 Brookwood Chorus

NYC/Broadway Trip Permission Form Packet

Attachments:

1. General Information - keep
2. Packing List - keep
3. Itinerary - keep
4. Student & Parent/Guardian Expectation Agreements - **return**
5. Emergency Contact - **return**
6. Student Code of Conduct (Overnight Form) - **return**
7. Alternative Transportation Form – **return**
8. Medical Information - **return**

Your Tasks:

- Attend the zoom meeting at 7pm on February 20, 2024. Link was emailed home.
- Complete all five forms to be returned that are attached to this document by Friday, March 1, 2024.
- Join the Remind group.
 - **Chorus:** text @bwoodnyc24

Emergency Field Trip Cell Number

Mr. Still: 770-676-1520

Email: carter.still@gcpsk12.org

Dates: March 21-24, 2024

Destination: NYC

Hotel: Courtyard by Marriot, 1 Polito Ave, Lyndhurst NJ 07071; 201-896-6666

Airline: Delta

Charter Bus: Academy Charter Busses

We will meet at the Atlanta Airport: Hartsfield-Jackson on the morning of March 21, 2024.

Flight 365: Arrive no later than 5am

Flight 970: Arrive no later than 6am

Please refer to the DELTA APP instructions that were previously sent home.

Suggested Packing List
Please limit yourself to carry-on luggage.

Clothing (school dress code applies - **check weather before departure**):

- Comfortable walking shoes
- 3-4 shirts
- 3-4 pairs of pants/shorts
- Socks and underwear for 3 days
- Pajamas
- Lightweight jacket (again, check the weather)
- Umbrella (small/compact)
- Hat/sunglasses
- For Broadway shows, you will need to dress up some – nice, non-ripped jeans/khakis with a nice top/jacket is fine.
 - If you need to change, the bus will be the only place to do so during the day.
- 2024 Chorus NYC Shirt (purchase link on brookwoodchorus.com)

Toiletries ***

Check the TSA rules for liquids and carry-ons. There are STRICT limits imposed by the TSA. See Delta link below.

- Toothpaste – small travel size – TSA compliant
- Toothbrush
- Deodorant
- Hairbrush/comb
- Glasses/contacts and solution
- Leave the hair dryer at home please

Extras

- Money for meals (mostly lunches – see itinerary), and anything you might need at the airport.
- Phone charger
- Watch
- Souvenirs – CAREFUL: whatever you purchase must be able to fit in your luggage!
- **NO SHARP OBJECTS**

You are strongly encouraged to bring carry on luggage. Checked luggage will incur additional fees from Delta that are NOT part of your pre-paid trip price. Please read the rules as to what is allowed here:

<https://www.delta.com/us/en/baggage/carry-on-baggage>

Creative Group Tours

Travel Agency
creativegrouptours.org



Brookwood High School Chorus

School Address: 1255 Dogwood Road SW, Snellville, GA 30078

Dates: March 21, 2024 - March 24, 2024

Destination: NYC

Hotel: Courtyard by Marriott, 1 Polito Ave, Lyndhurst, NJ 07071 201-896-6666



Day 1 - Thursday, March 21, 2024

Please arrive 90 minutes prior to departure

- 6:15 a.m. Flight 1 departs Atlanta Carrier: Delta Flight # 404 Departure: 615A with arrival at LGA 828A
- 7:15 a.m. Flight 2 departs Atlanta Carrier: Delta Flight # 323 Departure: 715A with arrival at LGA929A
- 8:28 a.m. Flight 1 lands at LaGuardia
- 9:29 a.m. Flight 2 lands at LaGuardia
- 10:00 a.m. Gather all carry on items and head to baggage claim area to get on Academy Charter Buses
- 10:30 a.m. Board buses and depart the airport for Battery Park in NYC
- 11:00 a.m. Arrive at Battery Park and prepare to board ferry for Liberty Island - *State Street & Battery Place*
PLEASE BE AWARE OF BAG INSPECTIONS TO BOARD FERRY
- 11:25 a.m. Depart for Liberty Island
- 12:30 p.m. Lunch on Liberty Island - **lunch on your own**
- 1:30 p.m. Board ferry and depart Liberty Island for Ellis Island
- 2:45 p.m. Board ferry and depart Ellis Island to head back to Battery Park
- 3:15 p.m. Pickup at Battery Park

- 3:45 p.m. Visit FAO Schwarz 30 Rockefeller Plaza
- 4:45 p.m. 10 minute walk down 5th Avenue to Annie Moore's
- 5:00 p.m. Dinner at Annie Moore's Irish Restaurant 22 E 41st St
- 7:00 p.m. Time's Square time to shop
- 9:30 p.m. Board buses and head to hotel to check in
- 10:00 p.m. Arrive at Hotel
- 10:30 p.m. Room check by chaperones/Lights out

Day 2 - Friday, March 22, 2024

- 7:30 a.m. Wake-up call by chaperones
- 8:15 a.m. Breakfast in hotel
- 9:15 a.m. Board buses and travel into NYC
- 10:00 a.m. Visit One World Observatory - **PLEASE BE AWARE OF BAG INSPECTIONS BEFORE ENTERING**
- 11:30 a.m. Lunch at Hudson Eats - **lunch on your own**
- 12:30 p.m. Lower Manhattan tour begins
- 4:30 p.m. Tour concludes - change of attire before dinner
- 5:15 p.m. Dinner at Ellen's Stardust Diner
- 6:15 p.m. Dinner concludes
- 7:30 p.m. Broadway show #1 - Hadestown begins
- 10:00 p.m. Show ends. Head to buses and return to hotel
- 10:45 p.m. Arrive at hotel
- 11:15 p.m. Room Check by chaperones/Lights out

Day 3 - Saturday, March 23, 2024 - Workshop Day

- 7:30 a.m. Wake-up call by chaperones
- 8:15 a.m. Breakfast at the hotel
- 9:00 a.m. Board buses and travel into NYC
- 9:30 a.m. Midtown Manhattan Tour to end at Grand Central Station
- 12:30 p.m. Lunch at Grand Central Station - **lunch on your own**
- 1:30 p.m. Board buses to head to workshop
- 2:00 p.m. Choral Workshop - Ripley-Grier Studios - 520 8th Ave NY, NY 10018
- 4:00 p.m. Workshop concludes
- 4:30 p.m. Shopping and Dinner around Times Square - **dinner allowance provided**
- 6:30 p.m. Meet buses to change attire for the Broadway Show
- 7:30 p.m. Broadway Show #2 - Wicked begins
- 9:30 p.m. Show ends. Head to buses and return to hotel
- 10:00 p.m. Arrive at hotel
- 10:30 p.m. Room Check by chaperones/Lights out

Day 4 - Sunday, March 24, 2024

- 5:45 a.m. Wake-up call by chaperones
- 6:15 a.m. Breakfast at the hotel Flight 1 - Wake up call for Flight 2
- 7:00 a.m. Breakfast at the hotel Flight 2
- 7:00 a.m. Board Buses to head to airport Flight 1
- 7:45 a.m. Board buses to head to airport Flight 2
- 9:00 a.m. Flight 1 departs from LaGuardia **Carrier: DELTA Flight #: 812 Departure: 900A**
- 10:00 a.m. Flight 2 departs from LaGuardia **Carrier: DELTA Flight #: 512 Departure: 1000A**
- 11:40 a.m. Flight 1 lands in Atlanta - gather all belongings and head to baggage claim to be picked up
- 12:46 p.m. Flight 2 lands in Atlanta - gather all belongings and head to baggage claim to be picked up

Expectations and Guidelines for New York City 2024

Name: _____

My initials:		Description of the expectations and guidelines:
	1.	I will have fun on the trip and will keep a positive attitude even when I am tired, hungry, thirsty, and my feet are killing me!
	2.	I understand that I am an ambassador of Brookwood High School.
	3.	I will expect things to be different. That is why I travel.
	4.	I will <u>listen</u> when the tour director and/or teachers are speaking. Cellphones/devices will be off and ear buds will be put away as a sign of respect.
	5.	I will be flexible and patient. Changes may be necessary.
	6.	I understand that we should watch out for one another. We are a family and we should take good care of each other.
	7.	I will be tolerant, kind, and respectful to each person in the group and recognize his/her individuality. I will try to get to know all the people in my group.
	8.	I will be on time for everything. I understand that if I am late, the entire group may miss an event. I WILL NEVER KEEP THE GROUP WAITING!
	9.	I will always keep my travel itinerary and hotel address with me.
	10.	I will be considerate of the other hotel guests. I will limit talking in the halls and common areas. I understand that slamming the heavy hotel doors will disturb other hotel guests. I will remember that a hotel is not a college dormitory.
	11.	I will keep my hotel room neat and tidy.
	12.	I <u>will</u> stay in my room after room check.
	13.	I will learn all that I can about everything I see, hear, and do. I know that this trip is a learning experience and that I will want to have good memories of the trip for many, many years.
	14.	I will always tell the truth. I know that my teachers care about me and will always help and guide me.
	15.	I understand that prescribed medications must be in the original containers.
	16.	I understand that taking any items from the hotel property is considered stealing.
	17.	I will <u>sleep</u> when it is time to sleep.
	18.	I will be present every morning at <u>breakfast</u> .
	19.	I will budget my money wisely and keep track of it.
	20.	I will always stay in groups of four or more.
	21.	I will ask questions if I do not understand or I am confused about something.
	22.	I will not smoke. I will not take illegal drugs. This includes marijuana. I understand that I will be sent home at my own expense.

I have read and understand **ALL** guidelines/expectations for this trip and will comply with the Gwinnett County Public Schools discipline policy. The use of **alcohol and or drugs** will not be tolerated. Students will be sent home at their own expense and will be responsible for all costs accrued. I am signing my name below and will follow all guidelines/expectations as I travel from **March 21-24, 2024 with the Brookwood High School Chorus.**

Student Signature

Print student name

Parent Signature

Date

Chorus Emergency Contact Information Student

Name: _____

Parent Name: _____

Student Cell: _____

Parent Phone/Cell: _____

Emergency Contact Name 1: _____

Emergency Contact Phone 1: _____

Emergency Contact Name 2: _____

Emergency Contact Phone 2: _____

Students & Chaperones: please scan the QR code below and submit the written information above to our electronic database:

<http://tinyurl.com/bhschorusnyc>





BROOKWOOD HIGH SCHOOL OVERNIGHT FIELD TRIP STUDENT CODE OF CONDUCT



Brookwood Chorus NYC Trip

March 21-24, 2024

Field Trip/Event

Date of Field Trip/Event

Teacher/Sponsor: Mr. Still

As a representative of Brookwood High School, I will comply with the following guidelines for the overnight field trip:

- Rules regarding student conduct, as stated in school board policy, student handbooks, activity code book, and state and federal law, apply to the extent applicable while on any field trip. A student is subject to the district’s student disciplinary procedures if he/she violates any of the policies, behavior guidelines or state and federal law while on a field trip.
- Students will attend all scheduled functions including meetings, meals, etc., unless otherwise excused or instructed by the teacher in charge.
- Students will refrain from any illegal or inappropriate behavior that would detract from a positive image of the Brookwood High School or be detrimental to its objectives.
- Students will display proper respect toward all teachers, administrators, fellow students, chaperones and the public.
- All scheduled activities in the program are obligatory. A student who is ill and, therefore, unable to attend must inform his or her teacher/chaperone.
- If there are serious infractions of rules of conduct or violations of state or federal law, a student may be sent home at the expense of the family. Prompt notice of such action will be given to the principal, the student and parents/guardians. Law enforcement agencies may be notified of and involved in situations required by law.
- To insure a reasonable state of alertness for the following day’s activities, evening curfew hours will be established and strictly observed.
- The nightly curfew changes each day (see itinerary). Students are expected to be in their own room at this time. Room checks will be made. Student may not leave their hotel room for any reason once room checks have been made by teachers/chaperones.
- Students are not permitted to have members of the opposite sex in their room at any time.
- Students are not permitted to change assigned rooms.
- Students must respect hotel property. The student is responsible for any damage or misappropriation of hotel property. The student is responsible for restitution should any damage or loss of property occurs. The student must reimburse the hotel before the group leaves the premises.
- Students must be considerate and respectful of the rights of other hotel guests. Unnecessary and loud noises, such as slamming doors, running hallways and loud music, are strictly forbidden.
- Any additional guidelines for the students will be established as needed by the teacher in charge.

1. Your signature on this document constitutes unconditional agreement to comply with the Brookwood High School’s Student Code of Conduct for field trips.
2. Failure to comply with the Code of Conduct as set forth in this document will result in disciplinary action.

Such disciplinary actions may include, but are not limited to:

- A. Dismissal from further participation in the trip and immediate return home (at the expense of the parent/guardian)
- B. Disqualification from participation in further trips/events
- C. Consequences as established in school Discipline Handbook

The undersigned has read, understands and agrees to the terms of this Student Code of Conduct as outlined above.

Student Name (please print)

Student ID

Date of Birth

Student Signature

Student Cell Phone #

Date

As the parent/guardian of the above named student, I have discussed the Code of Student Conduct with my son/daughter. I agree that the rules shall be followed. I have provided the necessary emergency medical information and give permission for my son/daughter to participate in this field trip.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Parent/Guardian Cell Phone#

Alternate Emergency Contact Name

Alternate Emergency Contact Phone #

Relation to the Student



Gwinnett Public Schools Alternative Transportation Liability Form

Gwinnett County Public Schools / Brookwood High School is not always able to provide transportation for students to off-campus extracurricular school activities. In cases when transportation is not provided by Gwinnett County Public Schools / Brookwood High School as in the use of a school bus or charter bus, it is the responsibility of the student's parents or guardian to secure their student's attendance at such activities. Gwinnett County Public Schools, its local schools, officers, employees or agents shall not be responsible for any injury or loss arising out of a student's transportation to or from the off-campus activity when such transportation is provided by parents, students, school staff or any other party. Your signature acknowledges your receipt of and understanding of this policy.

Student's Name

Activity

Date of Activity

Parent's Signature

Date

STUDENT'S NAME	PARENTS' NAMES & PHONE NUMBERS	ALTERNATE CONTACT PERSON & PHONE NUMBER

_____ (last name)

_____ (grade)

_____ (voice part)

Medical Information

Name _____
(last name)

_____ (First Name)

_____ (Preferred Name)

Parents names: _____
(First Parent) (Second Parent)

Parent Cell _____
(First Parent's cell) (Second Parent's cell)

Home Phone _____ Email address _____

Medical Concerns (Please indicate "none" if not applicable. Use reverse side id additional space needed.)

Medication: (please include all medication including over the counter medication taken on a regular basis)

Inhalers? _____ yes _____ no _____ type _____

Allergies: (Please list medication, food and environmental allergies or indicate "none" if not applicable)

Carries Epi Pen? _____

Wears contacts? _____ Wears glasses? _____ Date of last Tetanus Shot _____

Emergency

Contact: _____
(name) (phone number) (relationship)

Insurance Info: Company _____ Policy holder name _____ Policy number _____

ID number _____ (Please make copy of both front and back of insurance card and paperclip to this page)

Authorization and Permission Agreement

I give permission for my child in case of illness or injury to receive medical care from a Doctor or hospital and to receive non-prescription medication (Tylenol, aspirin, antacid, etc.) and minor first aid care from Brookwood Chorus. I understand that Brookwood Chorus chaperones are not responsible for administering medical care, but I grant them permission to provide minor first aid and transportation as needed. I also understand my child will be responsible for their own medication.

(Parent Signature)