

American Shakespeare Center Field Trip Safety Plan 2017

Honors Shakespeare, Jennifer Bennett, Instructor

Students & Chaperones

We have 27 students and 8 adult chaperones attending this trip and one coordinating teacher/chaperone, which gives us a 3-4:1 student-chaperone ratio. Each chaperone will have an assigned group of students that he or she will guide throughout the trip. Students are required to be with their chaperones at all times, except when inside their hotel rooms. Every adult on the trip will have student cell phone numbers, and every student will have every chaperone's cell phone number. The coordinating teacher will have a master list of all numbers. Students understand that they must always be with their chaperone and in groups of three or more.

Behavioral Expectations

As we will be representing Sanderson High School and Mrs. Bennett in a professional venue, we have high standards to uphold. Before the trip each student and his or her parents will have read and signed a contract that lists behavioral expectations as well as the consequences for not meeting them. The coordinating teacher will have these contracts on the trip in case we need to reference any. The chaperones will also have copies and will review these expectations each day at breakfast.

Transportation

Mrs. Bennett (teacher and trip supervisor) and seven other teacher/parent chaperones will be driving students in their individual vehicles. Each adult driver has verified that he or she has appropriate insurance coverage and is an approved WCPSS Volunteer. Drivers will communicate via cell phone, with one designated student navigator/communicator per car (who rides shotgun).

Housing

We will be staying at the Stonewall Jackson Hotel (24 South Market Street, Staunton, Virginia, 24401, (540) 885-4848). The rooms will have access only through a common hallway—no outside access to individual rooms. All chaperones will also be staying on this hall. Girls and boys will be separated with adjoining chaperone rooms in between. Students will have their assigned rooms and understand that they are required to stay in those rooms between lights out and breakfast. No co-ed visitation in rooms *ever*. Chaperones will be checking their assigned rooms periodically after lights out. Students also understand that they are to stay in groups of two or three anytime during the trip.

The hotel is adjacent to the Blackfriars Playhouse at the American Shakespeare Center, and we will walk to and from events and meals.

Activities

Every performance and event we attend will be as one large group. Chaperones and their assigned students will also be eating breakfast together at the hotel. Students are responsible to pay for their individual meals. The coordinating teacher will hold all tickets to events and distribute them at the event to avoid any potential losses.

Medical Emergencies

Each student and chaperone will submit a standard medical form that identifies all emergency contact information, any medical conditions, current medications, allergies, and insurance information. The coordinating teacher will have these forms on the trip and will know the location of the nearest Urgent Care center and hospital (Augusta Health).

Expectations and Behavior Contract

1. Please stay with your group and chaperone, unless you have permission (from your chaperone). Do not wander off. Never go anywhere alone.

Chaperones are a major factor in the success of your trip. You are expected to listen to them and treat them with the utmost respect.

2. Please be mindful of safety issues—don't give out your or other SHS group member's information to anyone not from Sanderson (i.e. names, telephone numbers, hotel room numbers, etc.).
3. Co-ed visitation is not allowed within the rooms.
4. The use of profanity, alcohol, illegal drugs [or any mood-altering substance], and tobacco or vaping products are strictly forbidden.
5. The hotel management is usually concerned about quiet hours and will not tolerate any late evening disturbances. Take care of all needs, snacks, personal items, telephone calls, etc. before curfew. No one should be out of his/her room after curfew.
6. Bring enough money to cover your meals and for any souvenirs you may wish to purchase there. Avoid bringing excessive amounts of cash or any valuable items on this trip for your own safety. If you do, you bring them at your own risk.
7. Remember to respect yourself, chaperones, peers, and other people. You are representing yourself, parents, Mrs. Bennett, Sanderson High School, and the State of North Carolina! All school rules and consequences apply on field trips.

All students are required to be aware of and abide by the guidelines set forth in the student handbook and expectations preceding. All students are expected to be **prompt** to all scheduled activities. Failure to follow the guidelines above **will** result in immediate dismissal. A parent will have to drive to Virginia to take the student home, or the student will be sent home via commercial bus at the student's / parent's expense.

I have read, understood, and will abide by the expectations and guidelines stated above.

(Student's printed name)

(Student's signature)

(Date)

(Parent's printed name)

(Parent's signature)

(Date)