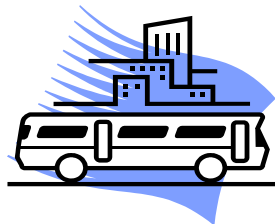


**DETROIT PUBLIC  
SCHOOLS**

**RULES & TRAVEL TIPS  
HANDBOOK**

**OFFICE OF RISK  
MANAGEMENT**



# EMERGENCY CONTACT CARD

Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Parents or Guardian

\_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Contact                  Parents or Guardian

Telephone No. ( ) \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Name of Local School Sponsor \_\_\_\_\_

Local School Sponsor Approved Signature \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Home No. ( ) \_\_\_\_\_

Office No. ( ) \_\_\_\_\_

\*I agree to the conditions stated above in this application and understand that my failure to comply with all of its provisions will constitute grounds for dismissal of my son/daughter from the Detroit Public Schools.

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Parent)

# STUDENT EMERGENCY RESPONSE PROCEDURES

- Listen to directions and stay alert!
- Stay Calm, Do NOT Panic!
- Get out of harms way!
- Look for your chaperone, DPS staff, local police or event staff and follow directions.
- If lost or separated from chaperone go to designated collection area or a distinctly identified, public area (restaurant). Call the emergency number(s) and stay until retrieved by DPS staff or a chaperone.



# **RULES & TRAVEL TIPS**

## **GENERAL RULES**

The following infractions must be considered extremely serious and will (almost certainly) result in the student being sent home:

1. Students will be responsible for following, the Detroit Public Schools' Student Code of Conduct. Please be sure to check with a chaperone if you have any doubts or questions concerning what you believe to be appropriate while on this trip.
2. Discipline problems will be reported to parents and to the DPS administration upon return. This would include all cases involving insubordination, illegal substances (including alcohol and tobacco) and other cases of misconduct. Students violating these rules, the general rules of the Detroit Public Schools or directions of the chaperones will be subject to suspension, expulsion, or discipline pursuant to School Board Policy.
3. Students are not to travel in any vehicle other than transportation provided (charter bus, shuttle bus, etc.) unless approved in advance by a school sponsor/chaperone.
4. Alcoholic beverages and controlled substances including tobacco products are absolutely prohibited. Students will at no time have any contact, consume, or have in their possession any type of alcoholic beverages or controlled substances.
5. **STUDENTS THAT VIOLATE THE LAW WILL BE HELD ACCOUNTABLE TO LOCAL POLICE AUTHORITIES. ANY FINES, BAILS OR BONDS ARE THE RESPONSIBILITY OF THE STUDENT, PARENT OR GUARDIAN.**
6. Entering a hotel room not assigned to you (except for designated chaperone rooms.) At curfew, you must be in your own room **No One** is to enter your room after this time except School Sponsor/Chaperone.
7. All students assigned to a room are responsible for any major rules violations that occur in the room. See a director if you need to change rooms. Do not allow anyone except chaperones into your room.
8. Students will attend activities as a total group. All students are expected to attend, all meals and participate in all activities together
9. Students are **NOT** allowed in rooms, on floors or in wings of the hotel of members of the opposite sex.

- **Promptness is of the utmost necessity.** Be on time! Keep this guidance document handy - it contains the daily schedules. Should a change occur, you will be informed. The group must stay on schedule! Meals, performance, and practice rounds are most dependent on this.
- **“Lights Out”** is imposed for a reason. Each of you must have enough rest to take on the next day’s schedule of activities. Rest and sleep are necessary for your well-being, and the ‘good of the group. To perform at your highest level of capability and enjoy the planned experiences, you must be well-rested and alert.

### **WHAT TO PACK**

1. Toiletries and medication (medication should be in its original container.) Do not pack medication in your suitcase, keep it with you at all times. Take along a written prescription in case you lose your medication and need to have it refilled.
2. Camera and plenty of film. Film is less expensive at home than in tourist spots.
3. Alarm clock, hair dryer, etc. Check with your roommates; each person doesn’t need to pack the same appliances. Use the “buddy system.” Also the Hotel may have a hair dryer, iron, and ironing board in each room.
4. Take anything you feel you may need (as long as it fits in your suitcase.) Almost everything is more expensive away from home. If you think you might need it, pack it.
5. Uniform or any related uniform parts or equipment. (Proper socks, shoes, hat, etc.)

### **Luggage:**

Due to air regulations and bus and company space limitations, each person will be limited to one (1) “carry on” bag on the plane, and one (1) suitcase in the cargo area. The carry on bag must be small enough to fit completely under the airplane seat or in the compartment above the seating area. The airlines monitor this carefully! The packed suitcase - not larger than 9”x24”x30” or 6480 cubic inches - should be brought to.

Identify your suitcase and “carry on” bag with a prepared luggage tag. **PACK YOUR SUITCASE EARLY!** Remember. **CAUTION!!** All luggages are subject to inspection by the Detroit and other Police Departments’ Canine Units!

**Students are allowed one suitcase and one carry on bag. Students that bring more will be asked to repack.**

### **MONEY NEEDED**

The decision of how much spending money to bring should be made between students and their parents. Spending money would generally be used for souvenirs, snacks, etc. A suggested amount of spending money would range from \$50.00 to no more than \$100.00. (American Express Travelers Checks in \$10- \$20 denominations are suggested.) Keep a list of travelers check serial numbers in a separate place in the event they are lost or stolen.

### **WHAT TO WEAR**

Casual wear is appropriate for the entire trip, unless otherwise instructed. A windbreaker, sweater, jacket or light raincoat may come in handy. Please - no ripped/torn jeans! You are representing your school and The City of Detroit. Be sure to wear comfortable shoes, as you may need to walk long distances.

### **SUN AND OCEAN**

Always use a sunscreen when you are in the sun! When at the beach, stay in your group's immediate area on the beach. The water may not be suitable for swimming.

### **USE THE BUDDY SYSTEM**

We encourage each of you to be responsible for each other while away.

Notify your chaperone if your buddy is not where he/she is supposed to be.

### **MOTOR COACH INSTRUCTIONS**

1. After each stop, all students will be seated for attendance.
2. Follow the Bus Captain's instructions at all times. LISTEN CAREFULLY. Understand any changes to the schedule.
3. Radios and tape recorders may be used. Please – be courteous to others especially the bus drivers. Headphones must be used. Personal items are your own responsibility.
4. DO NOT leave personal items on the coach overnight.
5. Food may be taken on board. Any spillage should be taken care of immediately. Help keep the motor coach neat and clean.
6. Please treat your driver with respect.
7. A rest room is provided for your convenience. It is equipped with a chemical toilet. Do not flush any foreign objects. Try to use the restroom before boarding whenever possible. Also, smoking is not allowed in the motor coach restroom.
8. Do not disembark until your School Sponsor/Chaperone releases you. (Your stop may not last very long!)
9. Please. NO flash photography on board the coach!

## **AIR TRAVEL**

Air travel can be one of the most exciting experiences in your life. Here is some information that might help those of you new to flying.

1. Please pay close attention to the aircraft's safety features as explained by your flight attendant prior to takeoff.
2. We recommend keeping your seat belt on during the entire flight. When the captain has the seat belt sign on, remain seated.
3. Airplanes were built for passenger comfort. Most seats recline; blankets and pillows are available in most overhead compartments. Several magazines will be available on some flights; stereo music and/or movies may also be available.
4. Personal radios, CD and tape players, laptop computers, video games, and camcorders may not be operated on board the aircraft during takeoff and landing. All personal listening devices must be used with headphones.
5. Most flights have soft drinks and coffee available. Snacks (sandwiches, etc.) and full meals are served on select flights. Food and beverages are served at your seat and must be consumed there.
6. During flight, there might be occasions when you may feel a popping or slight pressure in your ears. Do not be alarmed; this is fairly common. Swallowing several times in succession may help. Hard candy or chewing gum often relieves the pressure. We suggest one or both be carried on board and kept handy.
7. Always remain with the group when transferring planes.

## **AT THE AIRPORT/IN THE CITY**

The airport or streets at your final destination may be very crowded. You must remain alert and very aware of your surroundings.

1. Listen to instructions; understand where you are expected to be. Do NOT go exploring beyond the areas the group is visiting.
2. Stay with at least one member of the group at all times.
3. Keep a firm grip on your personal belongings and keep your wallet in your front pocket.
4. Pay attention to traffic signals and don't walk too close to the curb.

## **HOTEL INSTRUCTIONS**

1. Report any concerns to chaperones immediately.
2. Switching rooms is not allowed.
3. Never use the pool without a chaperone present.
4. Read the emergency instructions provided in your room, so you will be prepared in case an emergency arises.
5. At curfew, you must be in your own room.
6. After room check, students are not to leave their rooms for any reason. If an emergency should arise, contact one of the chaperones “on call” for the night.
7. Chaperones and sponsors will perform the room checks and will let you know which room number to contact, in the event of an emergency.
8. Keep the noise level down. It is important that the School Sponsor/Chaperone is not called by hotel management because of unnecessary noise from your room. Do not play in your room.
9. Vandalism is totally unacceptable. Rooms will be inspected prior to check-in to note the condition of each room. If the room/contents have been subjected to any vandalism or theft (i.e., towels, etc.), the students occupying that room will be held directly responsible
10. Headphones must be used whenever you are listening to music. Loud talking, singing, etc. will not be allowed.
11. No horseplay in the airport area, on the plane or the buses, in the hotel, public areas, or in your rooms.
12. After room check, students are not to leave their rooms for any reason.
13. Elevators are used to transport all hotel guests. When using them, respect the other guests staying in the hotel.
14. Telephones are available for proper use and must not be used after curfew except in an emergency. Outside calls will be charged to your room and you will be responsible for paying for them prior to departure.
15. Do not remove towels or other “souvenirs” from your room. You will have to pay for them.
16. Do not drop or throw ANYTHING from hotel windows.

17. Keep your room locked at all times! Know who has the keys. Safeguard your personal belongings. The hotel safe is available to lock up valuables. You are financially responsible for room keys. Return key as instructed.
18. You are completely responsible for your belongings. Have all luggages clearly marked with your name, address & telephone number. All
  - a. clothing and other loose items must be stored in your luggage and/or
  - b. hotel drawers and closets before we leave the hotel everyday.
19. Do not hang clothing or other items from the room sprinklers or smoke detectors.

### **CAUTIOUS**

Be extremely cautious about striking up conversation with strangers. Do not make casual comments in public that reveal where you are staying or the group schedule. If someone repeatedly annoys you, tell your chaperone or Travel Director.

### **AT THE PARKS**

1. Shoes are required at all times.
2. Always keep receipts for items you purchase in case you are challenged later. Tourist areas are very tough on shoplifters!
3. Stay with several others from the group at all times. Make certain you understand the departure (or report) time. Keep track of time. Avoid strangers. DO NOT tell people you meet where you are staying or the schedule.
4. Traveler's checks are redeemable at all parks.
5. Take a light jacket/sweatshirt with you in case of cool weather.
6. Use sunscreen frequently!

### **GROUP TRAVEL HINTS**

1. Good manners are always a plus wherever you are.
2. Cooperate with your chaperones and keep them notified where your group is going to be at all times.
3. If you feel ill, tell your chaperone immediately
4. Review your itinerary and be aware of your responsibilities.
5. Get plenty of sleep at night. You will enjoy the tour more when properly rested.
6. Don't spread rumors. If you have any questions: ask your School Sponsor/Chaperone

## **STUDENT PACKING LIST — SUITCASE LIST**

### **Clothing:**

Socks (light weight white socks)

Underwear

Pajamas/sleep wear/bath robe/Slippers

Swimsuit (NO two piece or bikinis) Male or Female - Water shoes

Hat (visor)

### **Attire for special events:**

Young Men — shirt and tie / sweater / dress pants / socks

Young Women — slacks / skirt or dress / nylons

One set of Casual Clothing

### **Uniform:**

As designated by team.

### **Personal Articles:**

Toothbrush, Toothpaste, Mouthwash

Comb/Brush/Hair Items

Deodorant

Lotion — Hand/Body & Sunscreen Lotion

Make up

Hygiene: dental floss, 0-Tips, dippers (nail & hair)

Medicine, allergy, headaches. inhalers. Etc. (Pack In Your Carry-On Luggage)

Sunglasses

Camera (disposals)

Contact lens solution (if needed)

Headset/walkmans/CD walkmans (optional)

Garbage bag - (for dirty clothes)

### **Leave at Home:**

Extra clothes you will not need

Boom boxes

Anything that is not essential for the success of this trip.

**ANY STUDENT THAT IS WITHOUT A COMPLETE UNIFORM MAY NOT BE ALLOWED TO PARTICIPATE.**

