



WASHINGTON DC
APRIL 13 – 16, 2012



TRIP HANDBOOK

Portsmouth High School

120 EDUCATION LANE PORTSMOUTH, RI 02871 401-685-2124

- **The Purpose Of This Handbook Is To Provide As Much Information As Possible As We Approach Our Departure Date**
- **The Payment Information & Deadlines And Trip Cancellation Penalties Should Be Read Carefully**
- **Information Contained In This Handbook May Change As We Continue To Provide The Best Experience For All Students.**
- **You Will Be Notified Of Any Changes As They Happen.**





FROM THE DIRECTOR

Dear Parents and Students:

We are pleased to announce that the PHS Marching Band has been selected to appear in the 100th Anniversary of the National Cherry Blossom Festival Parade on Saturday, April 14, 2012. Portsmouth High School will be one of the twelve marching band positions in the parade, representing Rhode Island.

The parade is 1.4 miles long and will step off from 4th Street and Pennsylvania Avenue and travel Pennsylvania Avenue to Constitution Avenue where the parade will continue down Constitution Avenue to 19th Street. The parade route passes amazing landmarks such as the White House, The Washington Monument, The National Gallery of Art, The National Archives Building and more. More than 300,000 spectators line the route each year to view the parade while another million plus viewers witness the parade LIVE on Washington regional television.

We applied for this parade 6 months ago and have just recently been awarded the spot. When planning trips for our Music Department we always try to look in providing students wonderful opportunities that can only be achieved within a performing ensemble. This Festival is truly an amazing experience that the students will be able to take with them and remember long after graduation.

We ask that you consider this opportunity and take advantage of this truly once-in-a-lifetime experience. In addition to the parade we have included an itinerary that consists of many opportunities that take place in Washington DC, including: Bus tour of Arlington National Cemetery, Twilight Dinner Cruise on the Potomac, National Air & Space Museum, The Jefferson, Iwo Jima, and Lincoln Memorials, The Vietnam & Korean War Memorials, The Capitol Building, and more.

In closing, please remember that you are representing not only Portsmouth High School, but the town of Portsmouth and the state of Rhode Island. We want you to enjoy every aspect of this trip but remember our focus is to prepare and perform with the highest level of musicianship we can in one of the nation's most popular parades.

Congratulations and good luck!

Sincerely,

Mr. Rausch



THE TRIP PACKAGE

TRIP PRICE: \$575

This represents the maximum trip price. We hope to adjust this at a lower price once we have a final count of students.

- Bus Transportation
- 3 Nights Hotel/Tax – Washington Suites Hotel in Alexandria, Virginia
- Tour Mobile - Arlington
- Potomac River Twilight Cruise
- Panoramic Photo in uniform at Capitol Building
- 3 Breakfasts
- 3 Dinners
- Transportation and entrance to sights in Washington DC
- Participate in the 100th Anniversary of The National Cherry Blossom Festival Parade
- Possible tour of the Capitol Building (plans are being made!)

Sights and visits to:

- **US Capitol Building**
- **US Botanical Gardens**
- **Museum of American Indian**
- **National Air & Space Museum**
- **Arlington National Cemetery**
- **Jefferson Memorial**
- **Iwo Jima Memorial**
- **Museum of Natural History**
- **Washington's Union Station**

Please refer to our itinerary at the end of this handbook for more detail



PAYMENT SCHEDULE & OPTIONS

PAYMENT SCHEDULE

1 – November 1	\$100
2 – December 1	\$100
3 – January 1	\$100
4 – February 1	\$100
5 – March 1	Remaining Balance

- PRICE MAY BE ADJUSTED TO ACCOMMODATE NUMBER OF STUDENTS PARTICIPATING. MAXIMUM PRICE IS \$575. PRICE MAY DECREASE AFTER WE HAVE A FINAL COUNT FOR PARTICIPANTS.
- PARENTS OR FAMILY MEMBERS WHO WISH TO JOIN US, MUST MAKE ARRANGEMENTS ON THEIR OWN.

PAYMENT OPTIONS:

1. You may wish to pay on-line through the Music Boosters website. Our Music Boosters have set up a system through Pay-Pal in which you can use a debit or credit card. Payments can be made by going to their website:

<http://www.portsmouthmusicboosters.org>

2. You may pay by check by mailing the payment using the coupons provided at the end of this handbook. Checks are to be made payable to: Portsmouth Music Boosters. The mailing address is:

Portsmouth Music Boosters
PO Box 21
Portsmouth, RI 02871

* Please include student’s FIRST and LAST NAME on check.

* Do not send money in to school to give to teachers. All payments are to be mailed or to be brought in to be deposited in the Music Room Mailbox.



CANCELLATION PENALTIES

CANCELLATION PENALTIES

Many items in this program are priced out based on a specific number of students and adults contributing to their costs. Should the number of full-paying students drop below the projected numbers, then these costs would be spread out over a smaller number, thus increasing the per person price for the trip. With this in mind, we have established the following cancellation policies.

If an individual needs to cancel, the following penalty will apply based on the date that the cancellation is received in writing. All cancellation notices must be sent to Mr. Rausch at Portsmouth High School.

Now	to	Nov. 30, 2011	-	No Penalty
Dec. 1, 2011	to	Dec. 31, 2011	-	\$200.00 Per Person Penalty
Jan. 1, 2012	to	Feb. 29, 2012	-	\$400.00 Per Person Penalty
Mar. 1, 2012	to	Apr. 13, 2012	-	Full Penalty

CANCELLATION INSURANCE

Cancellation insurance is available to individuals at a cost of approx. \$43.00 per person. This would allow for a full refund of the amount paid for the trip if the individual needed to cancel due to a covered medical reason. Further details about this insurance are available upon request.

Please call Bennett Student Travel to request information (**978-342-7188**)



HOTEL ACCOMMODATIONS

Washington Suites Alexandria

100 S. Reynolds Street Alexandria, Virginia 22304

Phone: 703-370-9600

<http://www.washingtonsuitesalexandria.com/index.asp>



The students will be accommodated in multi-room suites. They will all be accommodated in 2-bedroom suites which each accommodate 8 students. Each 2-bedroom suite has two bedrooms with two queen beds in each, and a convertible queen sofa bed in the living room. Each 2-bedroom suite also has 2 full bathrooms. Each of the students will need to share a bed with another student.

The suites also include a full- kitchen and three, 42" HDTV in each of the two bedrooms as well as in the living room. A separate work area offers ample space for laptop computers and other business travel essentials



TRAVEL COMPANY INFO.

- **Trip Coordinator**
Bennett Student Travel, Inc.
Doug Bennett
Post Office Box 2205
Fitchburg, Massachusetts 01420
978-342-7188-Phone
978-342-1579-Fax

We are pleased to announce that we will be using the services of Doug Bennett. We have been using his services since 2005. One of the advantages of using his services is that he brings at least two staff members along. These staff members will travel with the group and stay with the group in the same room block as the students and chaperones. The escorts work behind the scenes during the trip arriving before the group at hotels, museums, restaurants, and performance venues. By doing this, room keys will always be ready on time, buses will never arrive late, meals will be ready when the students are seated, and airport/busing glitches are quickly and efficiently handled by his staff, not by the chaperones or band directors.



GENERAL GUIDELINES

1. The Portsmouth High School Student Handbook policies and the PHS Music Dept. policies are in effect at all times before and during the trip.
2. All students will sign and adhere to all policies stated in the TRIP CONTRACT.
3. All students will fill out a TRIP MEDICAL FORM that must be turned in 2 weeks before departure time.
4. There will be no smoking at any time. Students found smoking will face immediate disciplinary action during the trip and upon return to PHS.
5. There will be absolutely no drinking of alcohol beverages or drug use at any time. Drinking or drug use will result in that student's parents being contacted and said student being sent home on the first available transportation at parent's expense. The student will also face suspension upon return to PHS.
6. Students are responsible for all schoolwork missed as a result of the trip. It is **up to you** to make arrangements with your teachers concerning assignments and tests.
7. Students will attend all meals and activities during the trip.
8. All students are responsible for knowing the scheduled times of all events, rehearsals (before trip), and departures during the trip.
9. Do not separate from the group at any time during the trip. When free time is scheduled, always travel in groups of at least four. Wearing a watch is preferred for all students.
10. ALL MUSIC FOR PARADE WILL BE MEMORIZED – ABSOLUTELY, NO FLIP FOLDERS!!
11. Always practice good citizenship. Be aware of the fact that you are representing not only yourselves, your families, and the music department, but also Portsmouth High School and Portsmouth, RI.
12. Students are responsible for reading and acknowledging these stated guidelines as well as signing and returning the trip contract and medical form.



SPECIAL INFORMATION

BUS TRAVEL

Due to the distance and nature of our trip, we will be spending approx. 20 hours (sounds bad, I know) on our bus. Travel time is about 9 hours from Portsmouth. We need to treat these buses as our living areas for the times we are on them. A set of guidelines and rules MUST be in place to ensure a fun, safe, and CLEAN environment.

1. All students and chaperones will adhere to the same bus assignment for the duration of the trip. All students will choose a bus for the duration of trip. Once bus assignments are completed, there will be NO CHANGING BUSES!! Students will sign up for a bus in January.
2. iPods, Mp3 players, video games, and DVD players may only be used with headphones. YOU ARE RESPONSIBLE FOR EACH OF THESE ITEMS, DO NOT LEAVE THEM UNNATENDED ON BUS!! There will be DVD players on each bus if you would like to bring movies for everyone to watch.
3. You are responsible for keeping the bus clean. Food and beverages are allowed but may be disallowed if they are not handled responsibly. No large coolers are allowed, so keep food and beverages to a minimum.
4. Please use restrooms only for “emergencies.” Plan to use the facilities at various stops on the way and before departures.
5. Before leaving, we will choose a 6 person “work crew” team for each bus. These students will be responsible for packing and unpacking the bus during the duration of the trip.

LUGGAGE

1. Everyone is permitted one medium size suitcase, and one small carry-on travel bag
2. Luggage will be checked in on THURSDAY EVENING, APRIL 12, 2012
3. All luggage must be clearly marked with your name, address, and phone number.
4. **Your suitcase will be transported in the lower compartment of your bus and will not be available to you during travel. Keep any items you will need during the bus ride in your carry-on bag.**

WHAT TO BRING

1. No old, ragged jeans, etc., or T-shirts with imprintings of bad taste are to be worn. A chaperone or director will ask you to change if necessary. The PHS dress code will be in effect.
2. BAND: All uniform parts, including DARK socks, shoes, AND WHITE GLOVES !
3. Please look your best at all times. Just remember that you are an “ambassador” for our community and your common sense will come through.
4. Toiletries
 - Toothbrush, toothpaste, shampoo, deodorant, etc.
5. A “2012 Marching Band Trip Shirt” will be provided for all students. Shirts will be worn Sunday morning for the possible Capitol Building Tour.

MEALS

1. There is a total of 3 breakfasts AND 4 dinners which are INCLUDED.
2. We have NOT included any lunches in the pricing of this trip.
3. \$10 cash will be provided for all students for Friday and Monday night. Saturday night, students will be eating at the Great American Steak and Buffet Restaurant. Sunday night, students will be eating while on the Potomac River cruise.

MONEY

1. Each person should decide how much money you will want to spend on such items as snacks, souvenirs, etc. Refer to the itinerary to see where you might want to spend money in this way.
2. Money for lunch on each day will be needed.
3. Purses are discouraged.

INSTRUMENTS & EQUIPMENT

- Be sure your instrument is in good playing condition prior to departure
- Double check for flags, batons, mouthpieces, valve oil, extra reeds, etc. before we leave.
- All instrument cases must be marked clearly with your name and “Portsmouth High School” on the outside.
- **Percussion**: Please make sure that all mallets, sticks, and auxiliary instruments are packed and loaded on buses. All percussion instruments will be packed in cases including cymbals.
- Your instrument and equipment are your responsibility at all times.

REHEARSALS

There will be a schedule posted by December regarding afterschool rehearsals. Since the marching band will be performing, there will be times that we will be meeting after school to prepare for the trip. Please make sure that you continue to communicate with your coaches/advisors regarding our rehearsal schedule. Generally marching band would meet 1/week.

MEDICAL

- All students must have an updated Emergency Medical Form on file with the music department.
- The directors must be notified in writing prior to departure of any special medical concerns, including information on medications.
- Medical concerns should be brought to the attention of directors as soon as possible prior to the trip.
- Notify your chaperone if you are not feeling well. In the case of a medical emergency, notify a director immediately.
- Please eat intelligently at all meals. You will need to keep up your energy to meet the busy schedule. Eat something at every meal, even if you don't feel particularly hungry. Poor eating habits on a trip such as this are the number one reason for sickness.

HOTEL RULES

1. Room assignments will be chosen by the students and submitted to Mr. Rausch. **Deadline for room assignments: Last day of school before Thanksgiving Break (Nov. 24th).**
2. Once room assignments are submitted, there will be **NO CHANGING ROOMS!!**
 - Students are to be placed 8 per room.
 - Please speak with all 8 members before submitting names.
 - DO NOT PLACE A NAME WITHOUT TALKING TO THAT PERSON.
 - Please think wisely. You are picking in November, the trip is in April. “Please, no fighting between Dec. and March” 😊
3. Please do not take any “souvenirs” from your room. The hotel will contact the school with a list of expenses from each room. Students in the room will cover these costs and face disciplinary action. Occupants will be billed for any damages in their rooms.
4. No boys in girls’ rooms, or vice versa - at any time. Any questions?
5. Phones may be turned off in each room if excessive room-to-room calls are being placed.
6. Everyone will stay in rooms after “lights out.” Doors will be taped and the director has the right to change room assignments if necessary.



PROCEDURES TO SIGN UP FOR TRIP

Trying to get an accurate number of participants can be tricky. There are a lot of trip details that depend on how many students we have including booking of the hotel rooms, number of buses, tickets for the Arlington Cemetery, and the Dinner Cruise. The sooner we have a count, we can lock in on all of the parts of the trip that need a specific count. Above all, having an accurate count affects the overall trip price. The price of \$575 is based upon 110 students traveling. We have 157 students in our marching band. We can adjust the price at a lower rate if we go beyond the 110.

Here's what we ask you to do to sign up for our trip:

1. Print and sign the TRIP CONTRACT form included in this handbook (pg 15).
2. The Trip Contract can be mailed to the Music Boosters or turned in personally to Mr. Rausch. The Medical Form will not be needed at this time. I will ask all parents to fill out a Medical Form and turn in two weeks before we leave in April.
3. Go to our website: www.portsmouthmusic.org and go to the trip page link on right hand side. Click on "Register for DC Trip." This link will direct you to a Google Document in which you are asked to provide the parents/guardian name, student's name, parent/guardian email address, and contact phone number.
4. We will be using emails to send out trip statements and payment information on a monthly basis for all participants. We will also be sending out important trip information by email along the way.
5. Finally, and most important, we need to receive the first payment by November 1. No student will be added unless we have received the first payment. Sending in the contract does not guarantee a spot. We will need to receive payment.

Please contact the Music Boosters or Mr. Rausch for any questions or concerns regarding payment deadlines that cannot be met.

CONTRACT

WASHINGTON DC
NATIONAL CHERRY BLOSSOM FESTIVAL
April 13-16, 2012

CONTRACT

Please sign and read carefully and return to the music department

Student Name: _____ (please print clearly) Date: _____

1. I hereby acknowledge and accept the following rules regarding the *Washington DC / Virginia Trip*. I agree to abide by these rules and all other policies, which have been adopted or may be adopted in the future by the Portsmouth High School Music Department regarding this event.
2. I understand that the policies set forth in the *Portsmouth High School Handbook* regarding trip procedures will be adhered to (page 23-24).
3. I am aware of the Trip Payment Cancellation Penalties that have been included with this letter. If I need to withdraw from the trip, I will adhere to the cancellation policies set forth by the tour company.
4. If more than TWO monthly payments are missed without contacting us, you may be dropped from the trip without a refund.
5. Any student who is suspended outside of school for violating the drug and alcohol policy as stated in the *Student Handbook* (pg 23) from the first day of school in September to the departure date of our trip, will be dropped from the trip and be subject to the trip cancellation penalties.
6. Students must maintain passing grades (D average or above) for quarter 2 & 3. All students' grades will be checked at the mid-term and end of quarter 2 (1/25/12) and end of quarter 3 (4/5/12). Students who are failing one or more courses will need to submit a notification form from each teacher indicating the current status of the student's
7. Academic Performance, Behavior and Effort. Failure to meet these requirements will result in dismissal from trip and be subject to cancellation penalties. THIS POLICY WILL BE STRICTLY ENFORCED!
8. Neither use nor have in my possession at any time alcoholic beverages, cigarettes or illegal drugs while on trip.
9. If there is any damage to property, during the trip, the parents and/or students will assume full financial responsibility. Damage to any hotel room may be assessed equally among those students assigned to the room.

****By signing and returning this document, you have stated that you have read all of the policies mentioned in this contract, the TRIP HANDBOOK, and the cancellation penalties.**

Signature of student: _____

Date: _____

Signature of parent/guardian: _____

Date: _____

Primary Phone# of Parent/Guardian: _____

Primary Email of Parent/Guardian: _____

PAYMENT COUPONS

Please return each coupon with payment. This will help verify that payments have been made. All payments will be mailed to:

Portsmouth Music Boosters

PO BOX 21

Portsmouth, RI 02871

PAYMENT 1 - \$100.00

DUE: November 1, 2011

Student's Name: _____ Parent's Name: _____

Amount Paid: _____

Date: _____

Check

Cash

Mail Payment to: *Portsmouth Music Boosters* *PO BOX 21* *Portsmouth, RI 02871*

PAYMENT 2 - \$100.00

DUE: December 1, 2011

Student's Name: _____ Parent's Name: _____

Amount Paid: _____

Date: _____

Check

Cash

Mail Payment to: *Portsmouth Music Boosters* *PO BOX 21* *Portsmouth, RI 02871*

PAYMENT 3 - \$100.00 ****YOU MAY USE FUNDRAISING MONEY****

DUE: January 1, 2012

Student's Name: _____ Parent's Name: _____

Amount Paid: _____ Please indicate how much money you would like to use from your account

Extra Amount: _____ If sending additional payment (check, cash)

Date: _____

Check

Cash

Mail Payment to: *Portsmouth Music Boosters* *PO BOX 21* *Portsmouth, RI 02871*

PAYMENT 4 - \$100.00

DUE: February 1, 2012

Student's Name: _____ Parent's Name: _____

Amount Paid: _____

Date: _____

Check

Cash

Mail Payment to: *Portsmouth Music Boosters* *PO BOX 21* *Portsmouth, RI 02871*

PAYMENT 5 - Remaining Balance

DUE: March 1, 2012

Student's Name: _____ Parent's Name: _____

Amount Paid: _____

Date: _____

Check

Cash

Mail Payment to: *Portsmouth Music Boosters* *PO BOX 21* *Portsmouth, RI 02871*