

Revised: 9/22/2017



**WILLIAMSBURG, VIRGINIA**  
**APRIL 19 – 22, 2018**



**TRIP HANDBOOK**

**Portsmouth High School**

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

Dear Parents and Students:

We are pleased to announce that the PHS Music Performing Ensembles will have the opportunity to play in Williamsburg, Virginia. The Chorus, Vocal Ensemble, String Ensemble, Jazz Ensemble, Color Guard, Dance Team, Concert and Symphonic Band will be taking part in the Music In The Parks Festival on April 19-22, 2018

We will depart PHS on Thursday morning (April 22, 2018), during the April school vacation week. We will be traveling by motor coach, arriving in Williamsburg that evening. Students will have the opportunity to have some free time at Virginia Beach on Friday morning. Later that day on Friday, the students will be performing at a pre-determined location (usually a high school) for a panel of judges. Each ensemble will receive a rating and a score that will be announced at Saturday's Festival Awards Ceremony. Portsmouth will be one of several schools that will be performing that weekend.

After the performances on Friday, we will be eating dinner together at a restaurant in Williamsburg. Following dinner, students will be talking the Walking Tour of Old Colonial Williamsburg with Lanterns.

Students will spend the day Saturday at Busch Gardens with the Awards Ceremony at night. Sunday will be our travel day back home. All meals are included with the trip price. There will be meals in which we give students \$15 cash and other meals in which pricing will be included (breakfast buffets, dinner at restaurant)

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 are able to do.

Congratulations and good luck!

Sincerely,

Mrs. Gleason

Mr. Rausch

## TRIP PACKAGE

**Estimated TRIP PRICE: \$775.00**

- \* Bus Transportation throughout the trip
- \* 3 Nights Hotel Accommodations
- \* Music Festival in Williamsburg, Virginia
- \* Visit to Virginia Beach
- \* All Meals - 3 Breakfasts / 4 Lunches / 4 Dinners
- \* Admission to Busch Gardens Williamsburg
- \* All Taxes and Gratuities

***BE AWARE THAT THE PRICE MAY BE ADJUSTED ONCE THE NUMBER OF STUDENTS PARTICIPATING IN THE TRIP HAS BEEN DETERMINED. THE PRICE MAY INCREASE OR DECREASE SLIGHTLY DEPENDING ON THE NUMBER OF STUDENTS REGISTERED***

- 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 Policy 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.

## HOTEL ACCOMODATIONS

### **Hampton Inn & Suites Williamsburg Historic District**

911 Capitol Landing Road  
Williamsburg, Virginia, 23185

All students will be placed 4 per room. Each room will be equipped with two queen beds and full bath. Room sign-ups will take place before the December holiday break.

<http://hamptoninn3.hilton.com/en/hotels/virginia/hampton-inn-and-suites-williamsburg-historic-district-PHFWBHX/index.html>



## 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 and the number of buses. 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.

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

In order to be eligible to sign up for the this music trip, the following requirements will need to be met:

- Student's account must be current with a zero balance or must be paid IN FULL by the OCT. 15<sup>th</sup> sign up deadline.
- If a payment is not made by the fifteenth of every month, the student forfeits their place on the trip along with any/all payments that have been made to date.

### STEP 1 – DETERMINE PAYMENT OPTIONS

There are 2 ways to sign up for the trip-

1. Students can sign up with a first payment of \$150.00 (cash, check, or credit card) and a credit card must be kept on file for recurring installments. NOTE: The credit card will only be charged if the cash or check payments are not received prior to the 15<sup>th</sup> of each month.

**OR**

2. Students can sign up with the first payment installment of \$150.00 (cash or check) **AND** the parents and students MUST sign a waiver that states that they will be removed from the trip and all payments made to date will be forfeit if a payment is not received by 15<sup>th</sup> of every month.

### STEP 2 – REGISTRATION OF STUDENT AND CONTACT INFORMATION

1. Print and sign the TRIP CONTRACT form included in this handbook.

2. The Trip Contract should be turned in personally to Mr. Rausch or Mrs. Gleason. **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](http://www.portsmouthmusic.org) and go to the trip page link on right hand side. Click on “Register for WILIAMSBURG MUSIC 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 October 15. 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.*

### **BOOSTER BUCKS**

- Booster bucks are earned by fundraising and by participating in designated events.
- Booster bucks can be used towards trip payments once they have been allocated.

#### **PLEASE NOTE:**

It can take up to 30 days after the event for the booster bucks to be entered into the student’s account and Booster bucks can only be used after they have been issued. To check your student’s account balance, please email: [Info@portsmouthmusicboosters.org](mailto:Info@portsmouthmusicboosters.org)

### **FINANCIAL AID**

- Please see Gary Jefferds or Jim Wilkinson.

## **TO PAY BY CHECK**

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.**

## **PAYMENT SCHEDULE & OPTIONS**

### **PAYMENT SCHEDULE**

1 – October 15, 2017	\$150
2 – November 15, 2017	\$150
3 - December 10, 2017	\$150
3 – January 10, 2018	\$150
4 – February 10, 2018	Remaining Balance

***BE AWARE THAT THE PRICE MAY BE ADJUSTED ONCE THE NUMBER OF STUDENTS PARTICIPATING IN THE TRIP HAS BEEN DETERMINED. THE PRICE MAY INCREASE OR DECREASE SLIGHTLY DEPENDING ON THE NUMBER OF STUDENTS REGISTERED***

PARENTS OR FAMILY MEMBERS, WHO WISH TO JOIN US, MUST MAKE ARRANGEMENTS ON THEIR OWN.

### **CANCELLATION OF TRIP**

Many items in this program are priced out based on a specific number of students and adults contributing to their costs. Deposits are made to secure the many aspects of the trip.

We acknowledge the installment payment due dates established for this trip, and further acknowledge the requirement that full payment of all installments be completed by us prior to departure. All payments must be made by the 15th of each month. If payment is not made, students will forfeit their spot and all installments paid will be forfeited. Anyone delinquent with a payment will be dropped under our general payment provisions, and will also forfeit all amounts paid. If a student needs to cancel, notices must be sent to Mr. Rausch or Mrs. Gleason at Portsmouth High School.

### **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 contact Mr. Rausch or Mrs. Gleason for information on insurance.

**Thursday**      **April 19, 2018**

- 8:00 am      Load the buses at Portsmouth High School  
8:30 am      The buses will depart from Portsmouth for Williamsburg, Virginia  
                 Lunch stop en route to Williamsburg - \$15 cash provided  
                 Dinner stop en route to Williamsburg - \$15 cash provided  
8:00 pm      Approx. arrival at the hotel in Williamsburg

**Friday**          **April 20, 2018**

- 7:30 am      Buffet breakfast at the Hotel - Included  
8:20 am      Load the buses at the hotel  
8:30 am      The buses will depart from the hotel for Virginia Beach  
10:00 am     Free time on Virginia Beach  
                 Lunch is on your own in Virginia Beach - \$15 cash provided  
1:00 pm      The buses will depart from Virginia Beach for the hotel in Williamsburg  
2:30 pm      The students will change clothes at the hotel  
3:00 pm      The buses will depart from the hotel for the festival site  
4:00 pm      The festival performances will begin at a high school in the area  
7:00 pm      Dinner at a restaurant in Williamsburg - Included  
9:00 pm      Walking tour of Old Colonial Williamsburg with lanterns  
10:30 pm     The buses will arrive at the hotel

**Saturday**       **April 21, 2018**

- 8:30 am      Buffet breakfast at the Hotel - Included  
9:20 am      Load the buses at the hotel  
9:30 am      The buses will depart from the hotel for Busch Gardens  
10:00 am     Admission into Busch Gardens  
                 Lunch is on your own in Busch Gardens - \$15 cash provided  
                 Dinner is on your own in Busch Gardens - \$15 cash provided  
                 Festival Awards Ceremony in Busch Gardens  
8:00 pm      The buses will depart from Busch Gardens for the hotel

**Sunday**          **April 22, 2018**

- 8:00 am      Buffet breakfast at the Hotel - Included  
9:00 am      Load the buses at the hotel  
9:30 am      The buses will depart from Williamsburg for Portsmouth  
                 Lunch stop en route to Portsmouth - \$15 cash provided  
                 Dinner stop en route to Portsmouth - \$15 cash provided  
10:00 pm     Approx. arrival at Portsmouth High School

## 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 absolutely no drinking of alcohol beverages or drug use at any time. Students are to adhere to the smoking/alcohol policy: Neither use nor have in my possession at any time alcoholic beverages, cigarettes, Electronic Cigarettes (Vape Pens or Vape devices), or illegal drugs while on trip. Students found in possession with any of the above items while on this trip will forfeit their participation in any further activities during the trip. Students will face immediate disciplinary action with school administration upon return home.
5. 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.
6. Students will attend all meals and activities during the trip.
7. All students are responsible for knowing the scheduled times of all events, rehearsals (before trip), and departures during the trip.
8. 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.
9. 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.
10. Students are responsible for reading and acknowledging these stated guidelines as well as signing and returning the trip contract and medical form.

**PLEASE SIGN AND RETURN THE FOLLOWING FORM BY: 10/13/17**

**WILLIAMSBURG, VIRGINIA TRIP**

**APRIL 19 – 22, 2018**

*Please sign and read carefully and return to the music department*

Contract

Contract

Student Name: \_\_\_\_\_ (please print clearly) Date: \_\_\_\_\_

**The following are trip understandings and student expectations that each student will officially sign and adhere to. All Portsmouth High School School Handbook Policies apply as this is a school trip.**

1. We acknowledge that participation in this trip will be limited to those that have submitted this signed contract and scheduled initial payment on or before the established trip sign-up date. Late sign-ups are not guaranteed participation, and will be accepted based on space availability.
2. We understand that costs are incurred during the planning of this trip, and are based on number of students on official trip roster as of sign up date. If we elect to withdraw after a payment has been made, we will forfeit all payments made up to that date.
3. We acknowledge the installment payment due dates established for this trip, and further acknowledge the requirement that full payment of all installments be completed by us prior to departure. All payments must be made by the 15<sup>th</sup> of each month. If payment is not made, students will forfeit their spot and all installments paid will be forfeited. Anyone delinquent with a payment will be dropped under our general payment provisions, and will also forfeit all amounts paid.
4. I understand that ALL the policies set forth in the *Portsmouth High School Handbook* will be adhered to.
5. Any student who is suspended from school from the date of signing this contract (including in and out of school suspension) to the departure date of our trip, may be dropped from the trip and will forfeit all payments made up to that date.
6. Students must maintain passing grades (D average or above) for quarter 3. Students who are failing one or more courses will need to meet with Mr. Rausch and Mr. Amaral to determine academic eligibility. Students may be placed on academic probation or be held back from participating based on severity of grade report.
7. There will be absolutely no drinking of alcohol beverages or drug use at any time Students are to adhere to the smoking/alcohol policy: Neither use nor have in my possession at any time alcoholic beverages, cigarettes, Electronic Cigarettes (Vape Pens or Vape devices), or illegal drugs while on trip. Students found in possession with any of the above items while on this trip will forfeit their participation in any further activities during the trip. Students will face immediate disciplinary action with school administration upon return home.

**\*\*By signing and returning this document, you have stated that you have read all of the policies mentioned in this contract, and all of the information in this trip information packet\*\***

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**

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### PAYMENT 1 - \$150.00

DUE: **October 15, 2017**

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

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Check

Cash

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

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### PAYMENT 2 - \$150.00

DUE: **November 15, 2017**

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

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Check  Deduct from student account.

Cash Amount to deduct from student account: \_\_\_\_\_ (Be sure to check balance first)

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

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### PAYMENT 3 - \$150.00

DUE: **December 15, 2017**

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

Date: \_\_\_\_\_

Check  Deduct from student account.

Cash Amount to deduct from student account: \_\_\_\_\_ (Be sure to check balance first)

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

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### PAYMENT 4 - \$150.00

DUE: **January 15, 2018**

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

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Check  Deduct from student account.

Cash Amount to deduct from student account: \_\_\_\_\_ (Be sure to check balance first)

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

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### PAYMENT 5 - REMAINING BALANCE

DUE: **February 15, 2018**

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

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Check  Deduct from student account.

Cash Amount to deduct from student account: \_\_\_\_\_ (Be sure to check balance first)

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