

Revised: 11/2/2015



WASHINGTON DC
APRIL 15 – 18, 2016



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 Marching Band has been selected to appear in the National Cherry Blossom Festival Parade on Saturday, April 16, 2015. 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 4 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

TRIP PACKAGE

TRIP PRICE: \$710.00

- Bus Transportation
- 3 Nights Hotel at HYATT REGENCY CRYSTAL CITY
- 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 2016 National Cherry Blossom Festival Parade

Sights and visits to:

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

- 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.

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

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.

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.
2. The Trip Contract should be 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 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.

PAYMENT SCHEDULE & OPTIONS / TRIP PRICE: \$710

PAYMENT SCHEDULE

1 – November 15, 2015	\$225
2 – December 10, 2015	\$125
3 – January 10, 2016	\$125
4 – February 10, 2016	\$125
5 – March 10, 2016	\$110

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

PAYMENT OPTIONS:

1. **ONLINE:** Our Music Boosters have set up a system through Pay-Pal in which you can use a debit or credit card. Once you have signed-up for the trip, you will receive invoices by email. The emails will contain links to make payments online. (Information on how to sign up
2. **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.

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.

Nov. 16, 2015	to	Dec. 31, 2015	-	\$125.00 Per Person Penalty
Jan. 1, 2016	to	Jan. 31, 2016	-	\$225.00 Per Person Penalty
Feb. 1, 2016	to	March 15, 2016	-	\$350.00 Per Person Penalty
March 16, 2016	to	April 15, 2016	-	\$Full Penalty (\$725)

CANCELLATION INSURANCE

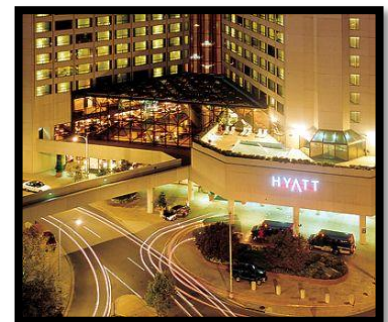
Cancellation insurance is available to individuals at a cost of approx. \$43.00 per person. This would allow for a full refund of the amount paid for the trip if the individual needed to cancel due to a covered medical reason. Further details about this insurance are available upon request.

Please contact Mr. Rausch for information on insurance (phsbandmusic@gmail.com)

HOTEL ACCOMODATIONS

Hyatt Regency Crystal City at Reagan National Airport
2799 Jefferson Davis Hwy, Arlington, VA 22202
(703) 418-1234

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://crystalcity.hyatt.com/en/hotel/rooms/standard.html>

ITINERARY *TENTATIVE* (Proposed as of 11/1/2015)

All scheduled times subject to change.

Thursday **April 14, 2016**

6:00 – 7:30pm Luggage check-in at PHS. Suitcases will be locked in band room overnight to assure on-time departure.

Friday **April 15, 2016**

7:00 am Load the buses at Portsmouth High School
8:00 am The buses will depart from Portsmouth High School
 Lunch stop en route - Not Included
6:00 pm The buses will arrive into Washington, DC
 Dinner at the Pentagon City Mall Food Court - \$15 cash provided
8:00 pm The buses will arrive at the hotel

Saturday **April 16, 2016**

7:00 am Breakfast buffet at the hotel - Included
8:00 am The buses will depart from the hotel for Washington, DC
8:45 am The buses will arrive at the parade staging area
10:00 am The 104th Annual National Cherry Blossom Festival Parade
12:30 pm Lunch at the National Air and Space Museum food court - Not Included
2:00 pm A group Panoramic Photo will be taken on the west front of the US Capitol
2:45 pm Visit to the Franklin Delano Roosevelt Memorial
3:45 pm The buses will bring the group to the hotel
4:00 pm Change out of uniform
5:00 pm The buses will depart from the hotel for dinner
5:30 pm Dinner at the Great American and Buffet Restaurant - Included
7:30 pm Illuminated Monument Tour - The Lincoln Memorial
 The Vietnam Veteran's Memorial
 The Korean War Memorial
 The World War II Memorial
10:00 pm The buses will depart from Washington, DC for the hotel

Sunday **April 17, 2016**

8:30 am Breakfast buffet at a restaurant - Included
9:30 am The buses will depart from the hotel for Washington, DC
10:00 am Visit to the Smithsonian Museum of Natural History
 Lunch in the food court of the American History Museum - Not Included
 Visit the Smithsonian Museum of American History
 Visit to the North Portico of the White House for photos
 Time to visit the Iwo Jima Memorial
 Tourmobile sightseeing tour of Arlington National Cemetery
 Visit to the Jefferson Memorial and Tidal Basin
7:00 pm Board the Spirit of Washington
7:30 pm Potomac River Dinner Cruise - Included
10:00 pm The buses will depart from Washington, DC for the hotel

Monday **April 18, 2016**

7:30 am Breakfast buffet at a restaurant - Included
8:30 am Load the buses at the hotel
9:00 am The buses will depart from the hotel for Portsmouth, Rhode Island
 Lunch stop en route - Not Included
 Dinner stop en route - \$10 cash provided
8:00 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 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.

PLEASE SIGN AND RETURN THE FOLLOWING FORM BY:

WASHINGTON DC

NATIONAL CHERRY BLOSSOM FESTIVAL PARADE

April 15-18, 2016

CONTRACT

CONTRACT

Please sign and read carefully and return to the music department

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 at a date occurring after November 16th, cancellation penalties will incur.
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.
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 outside of school for violating the drug, alcohol or weapon policy as stated in the *Student Handbook* from the first day of school in September to the departure date of our trip, may 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 3. Students who are failing one or more courses will need to meet with Mr. Rausch and Mr. Littlefield to determine academic eligibility. Students may be placed on academic probation or be held back from participating based on severity of grade report.
7. Neither use nor have in my possession at any time alcoholic beverages, cigarettes or illegal drugs while on trip.

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

PAYMENT 1 - \$225.00

DUE: **November 15, 2015**

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 - \$125.00

DUE: **December 10, 2015**

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

PAYMENT 3 - \$125.00

DUE: **January 10, 2016**

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

PAYMENT 4 - \$125.00

DUE: **February 10, 2016**

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

PAYMENT 5 - \$110.00

DUE: **March 10, 2016**

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