



Holly Grove Fine Arts

All Arts New York City Experience

Expectations and Requirements

This document will help you plan and prepare for the All Arts Trip. All rules, expectations, and requirements apply to all students representing our school. Make sure you have read the rules. No excuses for improper choices will be accepted. "I didn't know" is not acceptable. You do know. The rules are here. Each student will be held responsible for knowing and accepting them. This trip is a privilege, not a right. Students that do not behave appropriately before the trip will lose their ability to attend the trip. Students that do not behave on the trip will be required have a parent/guardian come and pick them up from the trip and take them home. This will be at the parent's expense.

Student Eligibility

Students have been told by the administration and teachers that students who are respectful, follow the rules, are appreciative, and can show responsible and mature behaviors are welcome on the trip.

NYC is a fantastic place to visit and many of the places (9/11 Memorial and Museum, the Broadway shows, workshops, etc.) expect visitors to demonstrate these good qualities. This field trip is a privilege and not a right. Teachers spend at least 100 hours planning on their own time so it can be a trip that everyone can enjoy so—we all deserve to have a wonderful trip.

- If a student earns only ONE time in ISS (in-school suspension), they are allowed to go on the field trip.
- If the student earns a SECOND time in ISS (in-school-suspension) a parent will be required to go on the trip. The parent will have to pay the full \$1080.00. If the parent decides his/her child will not be going, a refund (except the \$100.00 non-refundable fee) will be made if it's before December 1st. No refund can be made after December 1st unless you have purchased trip insurance.
- Students who earn a minimum of one day of OSS (out-of-school-suspension) will not be allowed to go on the trip. If the student has paid any amount before December 1st, a refund (except the \$100.00 non-refundable fee) will be issued. No refunds will be made after December 1st unless you have purchased the trip insurance.

We strongly suggest that you purchase the trip insurance if you have any worry about your child meeting the eligibility requirements for the trip.

Where are we staying?

*Doubletree
128 Frontage Rd
Newark, NJ*

What Do I Bring?

You will need your music and instrument for Band. Art students will need their sketch book and pencils. Bring at least 4 changes of casual clothing and comfortable shoes to wear on the bus, in the workshops, and in New York. Bring 2 dressy outfits for the Broadway shows. Bring at least 1 set of dance/movable attire (not costumes) for the workshops (Chorus and Dance). Each student may bring one medium-sized suitcase that will be stored in storage area of the bus while we are traveling; you will not have access to this suitcase until we arrive at the hotel. Each student may also carry a small bag onto the bus; this is where you should put anything you will need while traveling on the bus, including your money for snacks.

Make sure your name is on your suitcase, the small bag you take on the bus, your costumes, and anything else you choose to bring on the trip.

If you chose to bring ipods, electronic games, cameras, or any other such devices, you are totally responsible for your own property. You may bring books to read, pillows and blankets, games to play, and food to share. We will have movies playing on the TVs on the buses. You may not take ANY electronic devices into the performance locations.

Each student is responsible for bringing and USING his/her personal hygiene items. Deodorant is a must! Pack your own hair care items, toothbrush and toothpaste, shampoo, lotions, etc. Don't depend on "borrowing" someone else's personal items, bring your own. You will not be able to "run to the store" while on this trip, so, make sure you pack and bring everything you will need.

Bring and wear sunscreen for those times we are outdoors. Bring a jacket/coat since it could be cold.

Important reminders:

- **Possession or use of drugs or alcohol will result in long-term suspension from school for the remainder of the school year.**
- **If you have any medication that you must take, it must be listed on your medical form and approved by the nurse no later than February 15th. Students must be able to self-administer all medicines if a parent will not be on the trip.**

What Do I Wear?

All school clothing requirements apply on all school trips.

On the bus, wear casual/comfortable clothing and shoes all the time.

In performance, wear your performance clothing, including shoes.

Around New York, wear casual clothing and shoes all the time. Jeans, t-shirts, a sweat shirt, and tennis shoes are your best bet. It could still be cool-cold in New York. We will also be doing a lot of walking. Make sure you have comfortable shoes. Heels, wedges, etc. are not recommended. It is going to be windy and could be cold. Bring a jacket. Gloves, hats and scarves are also recommended – just in case.

In the hotel, if you are in your room, you may wear pajamas and go barefoot. If you are not in your room, you must be completely dressed (no pajamas), including shoes.

You are not allowed to swim (besides it will only be 50 degrees outside). Don't bother packing a swim suit.

How Much Money Should I Bring?

Students should not carry large amounts of cash or any kind of credit/debit cards. All meals are included in your trip cost. Students should bring money for snacks and souvenirs. Since New York is a tourist town, things are expensive. Unless your student eats/spends a lot, \$50-70 should be adequate to pay for souvenirs and entertainment not covered by the trip cost. All souvenir purchases are up to the student. All students will handle their own money during the trip. If a student loses his/her money, the chaperones will not replace it.

What Do I Do on the Bus?

Respect each other's space. Keep your voice at a reasonable level. You must be considerate of all people on the bus. If you choose to bring an ipod, you must use headphones. Keep your hands out of other people's stuff and keep your feet off of other people's stuff. If you choose poorly, the same consequences apply as in school. Note, trash goes in the trash bags, not on the floor or down the toilets. If the toilet on the bus gets clogged, you will have a very unpleasant trip. You must remain with your chaperone group at all times at rest stops. Remember the buddy system. Always stay with your buddy.

What Do I Do at the Hotel?

Sleep! We will not be at the hotel very much. Most of the time, you will be touring the city or with the group. Anytime you are in the hotel, you must be conscious of the others staying there. Noise levels must be appropriate at all times. You will not yell at the hotel. You will not stand on the balcony (if there is one) and shout at anyone or throw anything.

The time to be in your room is on the itinerary as is the lights out time. Both will be strictly enforced! After the room curfew, you may not leave your room for any reason. You may not go to buy a drink, go to your chaperone, etc. There is no reason to leave your room after curfew. If you need assistance, you will have your chaperone's room number and you may call him/her for assistance. You will also have an adult in your room that can assist you with any needs/concerns.

If the Directors think it necessary, there will be periodic room checks at night. There is also a security guard at the hotel. The hotel guard will be told that the Directors are to be called immediately if any Holly Grove student is found out of his/her room. The parents of any student found outside his/her room will be called immediately, no matter what time it is. You will be required to explain to your parents why you made such a poor choice.

Breakfast will be in groups each morning. The time and place will be on your itinerary. You must be at the specified time and place if you expect to eat breakfast. Breakfast will be served only at the times listed. Do not be late or you will not be able to eat.

The hotel has a pool and you will not be allowed to use it.

The only people who may enter your room are your roommates, the Directors, and your chaperone. You may not visit from room to room or congregate in any sleeping room. This will protect your privacy and belongings as well as ensure everyone is comfortable in his/her room at all times. No one may trade rooms or roommates. Don't ask your chaperone if you may do this. **The Directors are the only persons who will make this decision if need be.** You may not sit in the halls on the floor and obstruct traffic. You may sit in public

areas of the hotel if they are designated as within the allowable boundaries. Chaperones will be allowed to enter student rooms at any time.

Students may use the room telephone to call within the hotel only. The hotel shuts off the phones for all outgoing local and long distance telephone calls in the rooms for youth groups. Your parents may call you.

Students may use the TVs in the rooms, but the hotel will shut off the pay TV. The TV must be turned off at "lights out". When the TV is on, the sound must be kept at a reasonable volume that does not disturb the other hotel guests. If there are any complaints, or if the Directors or a chaperone has a problem with the volume, the TV will be turned off.

We will be very strict about noise in the hotel. Loud noises, especially slamming doors, will not be tolerated. Other guests may not be disturbed in any way at any time.

What Can I Do in New York?

Enjoy! There is a lot to see and do. There are lots of attractions (most are covered by your tickets), lots of restaurants and shops, and lots of scenery and people to watch. New York is considered quite safe, but you should exercise good judgment and be cautious at all times. The Directors and the chaperones will be available at all times should you need them for any reason.

We will stay together in our chaperone groups. You will ALWAYS stay with your buddy. There will be times where you are allowed to shop, sight see, etc. in an area. You must stay in sight of your chaperone, and you must communicate with him/her about your intentions.

Wear a watch or hang around with someone who wears one! You will be given a copy of the itinerary; carry it with you at all times. You must be where you are supposed to be when you are supposed to be there. No exceptions! If you are late, you will spend the rest of the trip under the direct supervision of the Directors.

Other Rules

Make sure your chaperone knows where you are at all times. Stay with your chaperone.

Stay in groups of 3 or more at all times. No one is to be wandering around the hotel or New York alone at any time.

You must attend all activities listed on the itinerary. You may not skip any group activities.

Do not leave anything you will need on the bus. You will not have access to the bus except when we are driving somewhere.

Do not leave anything you will need in your hotel room. You will not have access to your hotel room during group activities.

Keep your money in a safe place – in the zipper pocket of your lanyard. Do not put your money or room key in your jeans pockets. Don't flash your money around. No one else needs to know how much money you have. Always put your change back in your lanyard. Don't put it in a souvenir bag. Don't leave your wallet or purse on the store counter. Make sure you carry a bag that zips and that the zipper is hidden or underneath a flap, etc. Keep your bag close to your body – not on your back or off to the side where it can easily be taken or you can be pick pocketed without feeling it.

Keep your room key in a safe place. Each person will be issued one room key for his/her room. If you lose your key, you must have a chaperone take you to the front desk at the hotel and provide ID before you can get a new one.

Be careful about making new “friends”. There will be lots of people in general at the hotel and other public places. You should only hang around with Holly Grove Middle students and parents.

Summary

All rules, expectations, and requirements apply to all students at all times. The rules are not made to restrict you from having fun, but are created so you will know what is expected of you and can make your decisions wisely.

The best discipline is self-discipline!

When Do We Leave?

We will leave for New York the night of Wednesday, April 19.

Your parents will bring you to the school to see you off.

Any school items such as your agenda, binders, textbooks, etc. that you will need at school on Monday, April 24th, should be with you in your backpack or should be stored in your locker since you will come straight to school on Monday after we get off of the bus. You will not go home between the trip and school on Monday, so make sure you are prepared for all of your classes before you leave on Wednesday night.

Have your suitcase and your small bag for the bus and meet everyone in the bus loop of the school .

When Do We Return?

We will leave New York in the evening on Sunday, April 23. We will check out of the hotel after breakfast and then do our sightseeing.

You must meet the bus at the designated departure time and place.

If you are tracked out or are not planning to attend school on Monday, your parents should pick you up at school on Monday April 24th when we arrive. All other students will store their luggage in the band office at school and will attend their regular schedule. You will not be able to take your luggage home on the bus, so arrange ahead of time for your parents to pick you up in carpool or for your parents to pick up your luggage from school during the day on Monday.

Monday is not included in the field trip, so if you choose not to attend school your parent will need to write a note explaining your absence. Your absence will be marked unexcused until you turn in a valid note from a parent/guardian.

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Expectations and Requirements
Parent and Student Agreement

Return a signed copy by October 3rd.

This section of the document must be signed and on file before a student will be allowed to board the bus April 19, 2017.

I, _____, parent/guardian, have read these expectations and rules and support them for my child's behavior on the Holly Grove Middle School All Arts New York City Experience Trip April 19-24, 2017. I understand that all school rules apply to my child while he/she is on the trip. Should my child not comply with the rules of the trip, I understand that I will be required to come get him/her at my own expense. I have read, and understand the student eligibility requirements. I agree to abide by all expectations in this packet.

I, _____, Holly Grove Middle School Arts student, have read the expectations and rules for the Holly Grove Middle School All Arts New York City Experience, April 19-24, 2017. I accept them and will abide by them. I understand that all school rules apply while I am on the trip. I understand that my parents will be required to come and get me should I choose not to follow the rules. I understand the guidelines for trip eligibility. I will abide by these expectations.

Parent/Guardian Signature _____

Student Signature _____