

Timberlane Regional High School Music Department
2007 New York City Trip
STUDENT GUIDELINES

These guidelines have been adopted from, and are in addition to, those set forth in the latest edition of the TRHS Student Handbook and Music Department Rules. They apply to all students on all trips and functions attended/sponsored by the TRHS Music Department. If you have a question on a particular issue, seek clarification from a Director or Trip Coordinator.

A. BUS/AIRLINE CONDUCT

Depending on the mode of transportation, students and staff will be expected to maintain a proper decorum at all times. As representatives of the School and Music Department you will be expected to be respectful to all employees and equipment being contracted to assist us in our ultimate goal, that being a successful, uneventful trip. In addition, if there are other passengers, not involved in our function, we will respect their right to privacy and an enjoyable travel experience. To that end, the following guidelines shall be adhered to:

1. The direction or instruction of transportation employees shall be followed without question or hesitation. If an issue develops, it shall be brought to the attention of a Director or a Coordinator (if a Director is not immediately available).
2. There will be no joking, however slight or innocent, regarding weapons or subversive behavior (eg. guns, knives, explosives, terrorist actions, hidden items, etc.) at any time. Failure to comply with this could result in civil/criminal action beyond the control of the Directors/Coordinators. As a minimum, the student would most likely not be allowed to board the scheduled transportation or enter a scheduled performance.
3. Students shall be seated when the bus/airplane is in motion, unless they have a direct purpose to be out of their seat (e.g. restroom, illness, and occasional stretching if on a long trip).
4. Seatbelts (when provided) will be fastened at all times the student is seated.
5. All talking/conversations shall be kept to a responsible level. Any loud, uncooperative students will be seated with a chaperone.
6. Windows (on buses) will be closed at all times, unless directed otherwise. No hands or heads will be held out of the window and nothing is to be thrown from the bus. Trash bags will be provided for refuse.
7. No littering or defacing of the bus or airplane interior.
8. Consideration will be shown for those that wish to sleep on the bus or airplane.
9. Only those electronic devices that are allowed by the airlines/buses will be permitted to be used. A list of allowable devices will be made available before departure.
10. Swapping of seats will not be permitted unless authorized by your chaperone or a Director.

11. All souvenirs should be packed in suitcases and NOT in your carry-on. The student is responsible for any items brought on the trip or purchased and transported back to NH.
12. Parents (guardians) should assist their children when packing for the trip. Casual clothing shall adhere to the current school guidelines. Provocative or questionable attire will not be allowed to be worn. Judgment as to appropriateness will be at the discretion of the Music Director and/or School Principal. Their judgment is not open to appeal. In addition, items packed should be appropriate for the expected climate. Each student will be limited to one standard suitcase and a carryon bag. **Each checked piece of baggage must NOT exceed 62 inches (157.48 centimeters) in overall dimensions (length = width + height) and CANNOT exceed 50 pounds (22.73 kilos).**

B. HOTEL CONDUCT

NEVER GO ANYWHERE ALONE, ALWAYS TRAVEL IN GROUPS OF AT LEAST 2.

We will be staying in commercial hotel accommodations. Rooms and amenities will be treated with respect, as will all employees of the resort/hotel. Discourteous behavior will be subject to disciplinary action consistent with School policy. Reckless behavior which results in damages to the equipment or property will be the responsibility of the student.

1. Students shall be courteous and considerate towards roommates and other guests in the hotel.
2. Curfews will be strictly enforced. **STUDENTS MUST BE IN THEIR ASSIGNED ROOM AT CURFEW...NOT GOING TO THEIR ROOMS AT CURFEW.**
3. A daily schedule will be developed and followed by all attendees. Being prompt will result in a successful trip, being tardy may result in missed activities. **It is better to be 10 minutes early than 5 minutes late. DO NOT BE THE ONE HOLDING UP THE REST OF THE GROUP.**
4. On your free time, you are not allowed to leave the hotel for any reason. If you are unsure about this, see your chaperone for clarification.
5. Hotel room doors must be left wide open when other students are visiting.
6. **DO NOT GIVE YOUR ROOM KEY TO ANYONE (INCLUDING ROOMMATES). IF YOU LOSE YOUR KEY, NOTIFY YOUR CHAPERONE IMMEDIATELY.**
7. For your own safety, **do not open your door to ANYONE** after curfew. The only exceptions to this would be for a chaperone, Directors or medical attendants.
8. Students are not to make any long distance phone calls from their hotel rooms. All long distance calls must be made from the hotel lobby public phones or the student's personal cell phone.

C. GENERAL RULES AND GUIDELINES

Chaperones, Coordinators and Directors are available to help the students. They are NOT porters or babysitters. They will be as flexible and accommodating as possible, but the needs of the group will outweigh the needs of any one individual student. Students will be expected to act in a responsible manner, but it is recognized that situations may arise needing adult intervention and assistance. Chaperones will accommodate their charges to the best of their abilities within the constraints of the trip.

ALL ROOMS AND LUGGAGE ARE SUBJECT TO SEARCH AT ANY TIME BY THE MUSIC DIRECTORS, WITHOUT PRIOR NOTIFICATION.

1. Do not hesitate to go to a chaperone with a concern or problem. Remember, they are there to help not serve.
2. The schedule and itinerary will be followed. No tardiness or absences unless required (and confirmed) by a medical reason. Some adjustments to the schedule can be expected, so students need to be flexible to last minute changes, when necessary.
3. TMA will NOT be responsible for extra people joining our group or touring with the group (i.e. if a student's family elects to take vacation and join the group, we are not responsible for changes in schedule that may impact their personal plans).
4. Smoking will not be permitted by a student at anytime.
5. Displays of affection will be limited to holding hands. If you **THINK** you might be engaging in an act that is questionable, it probably is and you should control yourself.
6. Students will be **REQUIRED** to change any clothing deemed inappropriate by the Directors.
7. Chaperones will **NOT** be permitted to hold money, personal effects, electronic devices, jewelry, etc. for you. Please do not ask them to do so. They are not responsible if you lose something. If you can't afford to lose something or it can't be replaced, don't bring it.
8. Foul language **will not** be tolerated at any time, for any reason. If you think a word or phrase is generally considered vulgar, foul or socially unacceptable, it probably is....don't say it.
9. **Alcohol and drugs are strictly prohibited. Prescription medications and Over-the-Counter Medications will be controlled and administered by a medical assistant. Any illegal substance found in your possession will result in disciplinary actions. Any illegal substance found in a room will result in disciplinary action to all students assigned to that room.**
10. **VIOLATION OF TRHS STUDENT HANDBOOK AND/OR MUSIC DEPARTMENT GUIDELINES:** If a student violates any TRHS or Music Department rule (drinking, use of illegal or non-prescribed drugs/medications, absenteeism from an activity, violation of curfew, etc.) he or she will be dismissed from the events and the parents and TRHS Principal will be contacted. The student will be removed from the group and will not participate in ANY

activities. Upon return home, a hearing will be conducted with the student, parents, Music Director, Chaperone and Principal. The Principal will determine whether the student's infraction requires the attention of the Timberlane Regional School Board.

11. Attendance at all MEALS AND TOURING EVENTS IS MANDATORY, NO EXCEPTIONS (EXCEPT DOCUMENTED ILLNESS). CHAPERONES WILL TAKE ATTENDANCE AT MEALS, BUS/PLANE LOADING AND DEPARTURE, ETC.
12. Review this document with your parent/guardian. If you have any question or concerns about the expectations indicated herein, get clarification before a problem or concern arises.

FINALLY:

IT IS IMPORTANT TO REMEMBER THAT ON ANY TRIP, YOUR INDIVIDUAL ACTIONS WILL LEAVE A LONG LASTING IMPRESSION ON THOSE WITH WHOM YOU INTERACT. THAT IMPRESSION SHOULD BE A GOOD ONE AND SHOULD REFLECT A POSITIVE ENCOUNTER WITH THE TRHS MUSIC ORGANIZATION. A BAD IMPRESSION MAY HAVE A NEGATIVE IMPACT ON FUTURE TRIPS.

BE CHEERFUL AND COOPERATIVE

DON'T COMPLAIN

BE GRACIOUS, POLITE AND RESPECTFUL

THINK TWICE BEFORE YOU ACT

AND

ENJOY THE EXPERIENCE