

**Ankeny High School Vocal Music**  
**New York City Tour**  
***STUDENT HANDBOOK***



**April 9-14, 2024**

**Ankeny High School Vocal Music**  
**New York City Tour 2024**

- I. Things to bring
  - a. One (1) labeled suitcase (stored under the bus)
  - b. One (1) labeled carry-on suitcase/bag (may be taken on the bus)
    - i. Leave your school backpack in the choir room.
  - c. Garment bag (w/formal wear) and optional for additional dress clothes—make sure this is labeled.
  - d. Clothes (discussed later)
  - e. Performance items:
    - i. Labeled AHS garment bag with formal wear (Separate from your personal garment bag if you bring one.)
    - ii. Performance shoes/socks
    - iii. Music/binder
  - f. Pillow/blanket (optional for the bus ride; blankets cannot be shared.)
  - g. Cell phone & charger
  - h. An itinerary so you know what is next. (Will also be shared electronically)
  - i. A light jacket/sweatshirt (check the forecast in advance.)
  - j. Umbrella (check the forecast)
  - k. Personal toiletries
  - l. Medications (all controlled substance medications need to be turned in; parental permission is required to carry over-the-counter medications.) (More information below.)
  - m. Money for meals not included, shopping, souvenirs, etc.
    - i. Eight Meals not included (see meal summary below)
    - ii. Please consider saving back \$10.00 as a tip for the bus drivers.
  - n. Snacks for the room. (All breakfasts are included at the hotel.)
    - i. Hotel rooms have mini fridges & microwaves.
    - ii. Plan with your roommates
  - o. Things to do on the bus—books, magazines, movies (PG-13 and under), all electronics need to have headphones (movie guidelines apply to personal devices as well!)
  - p. Water bottle-stay hydrated!
  
- II. Things NOT to bring
  - a. Cans/bottles of soda/beverages, or coolers...use vending machines
  - b. Expensive items (jewelry, electronics) If you would be devastated to lose it, leave it at home!
  - c. No gaming consoles! (These will be confiscated.)
  - d. Non-school appropriate games (i.e. Cards Against Humanity)
  - e. Excessive amounts of cash; HINT: don't keep all of your cash in the same place!
  - f. Any illegal substances—**ZERO TOLERANCE**
  - g. Extra luggage beyond what is discussed above.
  - h. Duplicated appliance/room items...to save packing space, check with roommates and plan only to bring one hairdryer, iron, etc.

- III. Clothing Considerations/Summary:
- a. Tuesday/Wednesday: Travel (comfy bus clothes are fine.)
  - b. Wednesday Evening: Dress up for dinner & Broadway show.
  - c. Thursday (Day): Nice school clothes
  - d. Thursday (Evening): Broadway show
    - i. Will require some creativity as there won't be time or an opportunity to "change" before the show. You can add accessories, a jacket, sweater, etc. (Bring everything you will need when you board the bus on Thursday morning; we won't be going back to the hotel.)
  - e. Friday: Performance Day
    - i. Morning: Formal wear. Pack your change of clothes in your garment bag and bring to the bus in the morning.)
    - ii. Afternoon: Nice school clothes (packed in your garment bag in the morning; we will change on the busses.)
  - f. Saturday: Nice school clothes
    - i. Pack comfy bus clothes in your carry-on to change into after the dinner dance cruise. Your main suitcase will already be packed and stored!
  - g. Saturday Night/Sunday: Comfy bus clothes
  - h. Don't forget your PJ's!
  - i. Appropriate shoes for doing lots of walking

- IV. On The Bus
- a. You may choose your seat initially, then it becomes your assigned seat for the duration of the trip.
  - b. Be courteous to the bus drivers AT ALL TIMES; always say please and thank you, etc.
  - c. No flash photography/flashlights when it is dark; keep your cell phones low behind seats.
  - d. Do not spray cologne, perfume, etc.
  - e. PDA is never appropriate on this trip. Sharing of blankets is not allowed. **PENALTY: Assigned to sit with a chaperone.**
  - f. Eating is a privilege on the busses. Throw away garbage in the appropriate receptacles; pick-up after yourself. We will be spending a lot of time on the busses—keep them nice.
  - g. \*\*Pay FULL ATTENTION to attendance and announcements. (Report to your chaperone for attendance/check-in EVERY TIME YOU LOAD THE BUS!)
  - h. For a happy bus, avoid using the on board restroom except for emergencies—we will make periodic rest stops.
  - i. Always be **EARLY** for ALL departure times. We have a busy itinerary, promptness is key to staying on schedule and busses cannot stay parked.
  - j. Music or personal video is fine, but it must be on headphones.
  - k. En route movies must be approved by a director/chaperone. PG-13 or lower, please. (Reminder, this regulation applies to movies played on personal devices as well—this is a SCHOOL trip.)

V. In the Hotel

- a. Be on your best behavior in the hotel—Absolutely no loud noise, running or disruptions in hallways. Noise levels in rooms must be low enough that you can't be heard with your door closed.; other guests will not tolerate loudness or rowdiness. **PENALTY: You will be confined to your room when at the hotel.**
- b. Keep track of your key—a room captain will be given the key.
  - i. Lost keys will not be replaced; **PENALTY: you will be responsible for the replacement cost.**
- c. Report any pre-existing damage of your room to a chaperone immediately upon check-in. You will be legally and financially responsible for damages/theft.
  - i. **PENALTY:** You will be expected to repair or replace any damage not reported to a director or chaperone. Unless one person in the room is willing to take responsibility for damage or rule infractions, all people in the room will equally share responsibility.
- d. Never open your door without verifying who is knocking. If the individual claims to be a hotel employee, call the front desk to verify.
- e. Do not purchase PPV movies, hotel services, etc.
- f. Do not use the room phones, use cell phones.
- g. **\*\*You may not be in a room of the opposite sex—no exceptions—ZERO TOLERANCE**
  - i. Congregate in common areas (lobby, lounges, etc....hallway is not a great choice.)
- h. Do not invite strangers to the hotel or into your hotel room.—**ZERO TOLERANCE**
- i. Get sleep! The days will be exciting, but tiring; you don't want to "sleep walk" through this experience!
- j. Do not play on the elevators. (Also note that noise carries in elevator shafts)
- k. Curfew: Will be announced at a meeting each night. You are not permitted to be out of your rooms without the permission of a director or chaperone during curfew hours—**ZERO TOLERANCE**
  - i. Your room will be checked by your chaperone at night, once checked in you may not leave your room during curfew hours.
  - ii. Security is on patrol in the hotel each night monitoring our group.

VI. Chaperones

- a. Each room of students will be assigned to a designated chaperone for the duration of the trip.
- b. Chaperones will have your contact information and you will have theirs.
- c. Throughout sections of "free time" you will be asked to either meet with your chaperone at a designated place and time or make a phone call/text/etc. to check in.
- d. **\*\*Chaperones will complete luggage inspections on Tuesday to make sure you have what you need and don't have what you don't. (Bringing items on the "Not to Bring List" above may result in your forfeiting the trip immediately.)**
  - i. Luggage Inspections/Check-In on Tuesday 4/9: 6:00-7:15AM.
- e. If you have an emergency or concern, contact your chaperone. If you need to reach Mr. Walters or Mr. Brown, use the Remind App.

- VII. Other Comments/Important Information
- a. Suggestion: Do not leave your car at AHS on Tuesday morning; get dropped off and arrange pick-up when we return.
  - b. To be early is to be ON TIME. "On time"=LATE. If we have to wait for you, you don't have the maturity to be outside of a chaperone's presence. Check your text messages, and know the itinerary. Give yourself plenty of time to get back to the meeting locations. **PENALTY: Assigned to a chaperone at all times.**
  - c. There is a purpose for every activity. If you cannot accept all of the activities, or feel the need to "modify" the activity to really make it fun, you should not be going on this trip. **PENALTY: Assigned to a chaperone at all times/removal from trip.**
  - d. **Never go anywhere alone**; always travel in groups of 3 or more; stay near your chaperone/let them know what you are doing. **PENALTY: Assigned to a chaperone at all times.**
  - e. **Never leave the hotel or group without a chaperone or director—ZERO TOLERANCE.**
  - f. Live the HAWK WAY every day. Represent yourselves, school, community, vocal music program, and families with pride.
    - i. All school policies are enforced on the trip.
    - ii. Be mindful of your language; conduct yourselves like young adults.
  - g. Be mindful of being in a large city.
    - i. FILTER: THINK BEFORE YOU SPEAK!
    - ii. Avoid eye contact with beggars and street vendors.
    - iii. Do not take "handouts" or "freebies" from people on the street.
    - iv. Watch your money: Purse w/a strap or fanny pack; Keep your wallet in your front pocket.
    - v. Do not talk to strangers or invite any strangers from outside of our group to the hotel.—**ZERO TOLERANCE**
  - h. **Remember that violating any trip rule, Ankeny High School rule, or law will cause you to return to Ankeny immediately at your parent's expense.**
  - i. Blatant insubordination or disrespect of directors, chaperones, bus drivers, tour guides, etc. will be grounds for disciplinary action and/or removal from the trip.
  - j. **If you see/hear something questionable, speak up—notify a director or chaperone immediately. Safety is the #1 priority!**
  - k. People will get tired and cranky; do everything you can do to be pleasant to travel with!! 😊
  - l. Be FLEXIBLE with changes in the itinerary, things that don't go according to plan, etc.

VIII. Meal Summary

- a. Tuesday (Travel-dinner-**student cost**)
- b. Wednesday (Travel-breakfast, lunch-**student costs**; Dinner-Ellen's Stardust Diner (included))  
*\*All breakfasts in hotel included Thursday-Saturday\**
- c. Thursday (Lunch @ Ellis Island Café-**student cost**; Dinner @ Hudson Eats-**student cost**)
- d. Friday (Lunch at Hard Rock Café (included); Dinner at Gayle's Broadway Rose (included))
- e. Saturday (Lunch at Rockefeller Center-**student cost**; Dinner/Dance Cruise (included))
- f. Sunday (Travel-breakfast, lunch-**student costs**)
  - i. Suggested \$150.00 for meals not included.

- IX. Medications
- a. Complete all required forms prior to departure (see list below)
  - b. Medications will be collected and distributed by a district staff member/chaperone unless parental permission to self-administer OTC medications is indicated on medical forms; all controlled substances will be collected. Medications will be collected at the check-in on Tuesday morning and should not remain in luggage without the aforementioned permission from parents.
- X. Communication/Chaperones
- a. Hotel: Hampton Inn & Suites, Newark-Harrison (*100 Passiac Ave. Harrison, NJ; 973-483-1900*)
  - b. Mr. Walters or Mr. Brown can be contacted by email or via the Remind App.
    - i. Remind: Join the travel trip Remind for your/your student's ensemble. Text the code below to 81010.
      1. Concert Choir: @ahsccnyc
      2. Cantorei: @nyccant
      3. Ankeny Singers: @singersnyc (For this choir, only 1 parent per student, please due to limits with Remind.)
    - ii. Email: [ben.walters@ankenyschools.org](mailto:ben.walters@ankenyschools.org); [adam.brown@ankenyschools.org](mailto:adam.brown@ankenyschools.org)
      1. We will have access to and check email regularly throughout the trip.
  - c. Chaperone Contacts: Meet at trip meeting.
- XI. Required Travel Forms (All must be completed/ turned in prior to travel.)
- a. Behavior Contract (AHS Vocal Music)
  - b. Emergency Contact Google Form (AHS Vocal Music)
  - c. Permission to Travel (Group Travel Planners)
  - d. Medical Consent Form (Group Travel Planners)
  - e. AHS Travel Medical Information (AHS Nurse/District)
  - f. ACSD Request for Giving Medication at School (only needed if student is self-carrying over-the-counter medications) (AHS Nurse/District)



Emergency Contact Form

**ANKENY HIGH SCHOOL  
CHORAL MUSIC DEPARTMENT  
NEW YORK CITY TOUR 2024**

**BEHAVIOR CONTRACT**

- I. I have attended the trip meeting and/or carefully read all of the information presented at the meeting and in the trip handbook and understand what is expected in terms of behavior on a trip of this scale.
- II. I have read and understand the "Permission to Travel" document provided by Group Travel Planners (GTP).
- III. I understand that the following infractions are considered "**ZERO TOLERANCE**" and will result in students being sent home immediately at your family's expense. There are no refunds for missed tour activities.
  - a. Possession or consumption of illegal substances/items
    - i. Drugs
    - ii. Alcohol
    - iii. Cigarettes & Vapes
    - iv. Weapons
  - b. Inviting/having strangers in the hotel or in your hotel room.
  - c. Theft or Damage to property
  - d. Leaving the hotel or the group for any reason without a chaperone
  - e. Being outside of hotel rooms during curfew hours
  - f. Any action which puts life in danger
  - g. Violation of any law
- IV. I understand that violations of other rules as outlined in the trip meeting, in the trip handbook, and in the Ankeny High School Student Handbook (all school rules apply) could result in any of the following:
  - a. A chaperone being assigned to a student at all times
  - b. Loss of performance privilege
  - c. Loss of tour attractions (Stay at the hotel with a chaperone)
  - d. Removal from the trip
  - e. Disciplinary action being taken when returning to Ankeny.
    - i. Detentions, suspensions, ineligibility, consultation with administration

Student Name (Print)\_\_\_\_\_

Student Signature\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_

Parent/Guardian Phones: c:\_\_\_\_\_ h:\_\_\_\_\_ w:\_\_\_\_\_