

Encl. 7.2
Dec. 20, 2012

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TEACHER/COACH PETITION FOR OVERNIGHT FIELD TRIP

Group (Sponsor) HORSEHEADS HS Music

Field Trip Supervision TINA S MATEJKA

Purpose ATTEND ALL EASTERN

Number of Students 3

Dates APRIL 4-7, 2013

Means of Transportation SCHOOL VAN

Cost to student and/or parent/guardian ~ \$5

I would like to meet with you by 12/17/2013 to discuss supervision arrangements.

Note: A copy of the letter to parents must be submitted to the administrator prior to approval of the trip.

Note: A post field trip conference will be scheduled upon your return.

Bus transportation (if necessary) confirmed with: _____ on _____

(Date)

Approved Karen L. Orndorff Date 12/6/12
Building Principal

Approved _____ Date _____
Athletic Director

To: Mrs. Suggs

From: Tina S. Matejka

Date: 5 December 2012

Re: NAFME Honor Ensembles performance Field trip proposal

National Association for Music Education [NAfME]

All-eastern Honor Musical Ensembles

Hartford Connecticut

April 4-7, 2013

- I. Group: 3, Horseheads HS Music Students participating in the NAFME Honor Band, Treble Choir and Jazz Ensemble
- II. Field trip Supervision: Tina S. Matejka. Event is the highest performing opportunity available to high school musicians.
- III. Purpose: representing Horseheads HS, District and Community in the most select National Musical Honor Festival.
- IV. Number of Students :3
- V. Dates: April 4-7, 2013
- VI. Means of transportation: School Van
 - a. Tina Matejka
 - b. Kate Nicole Hoffman
 - c. Michelle Li
 - d. Patrick Leslie

- VII. Hope to meet in near future to go over details.

These students will be submitting health and emergency contact info to the NAFME festival Chairpersons in addition to the school required medical forms. They will also be completing the class release forms for the HS office.

Attached are

- a. itineraries for each of the Band, Jazz and Vocal groups
- b. Student Code of Conduct
- c. Rules for Students participation
- d. Hotel information

ON-SITE SCHEDULE

All-Eastern Honors Ensembles

April 4 – 7, 2013 • Hartford, Connecticut



The 2013 NAFME All-Eastern Treble Voice Chorus will participate at the following locations in Hartford, Connecticut:
Connecticut Convention Center, 100 Columbus Blvd, Hartford, CT 06103
The Bushnell Center for the Performing Arts, 166 Capitol Avenue, Hartford, CT 06106
Crowne Plaza, 100 Berlin Road, Cromwell, CT 06416

Please remember, you must come to ALL scheduled events--No Exceptions

Treble Voice Chorus: Housed at Crowne Plaza Hotel, Cromwell

Thursday, April 4, 2013

3:00 – 5:00 PM	Registration	Crowne Plaza, Cromwell
5:00 PM	Dinner	
6:00 – 10:00 PM	Orientation and Rehearsal	<i>Nutmeg Ballroom</i>
10:30 PM	Room Check	
11:00 PM	Lights Out	

Friday, April 5, 2013

7:30 AM	Breakfast (Check-In w/ Chaperone 7:30-8:00 AM)	Crowne Plaza, Cromwell
8:30 AM – 12:00 PM	Rehearsal	<i>Nutmeg Ballroom</i>
12:00 PM	Lunch	
1:00 – 5:30 PM	Rehearsal	<i>Nutmeg Ballroom</i>
5:30 PM	Dinner	
6:45 PM	Bus to Convention Center	
8:00 PM	Concert – Chanticleer	Connecticut Convention Center
9:30 PM	Bus back to Hotel TBD	
10:30 PM	Room Check	Crowne Plaza, Cromwell
11:00 PM	Lights Out	

Saturday, April 6, 2013

7:30 AM	Breakfast (Check-In w/ Chaperone 7:30-8:00 AM)	Crowne Plaza, Cromwell
8:30 AM – 12:00 PM	Rehearsal	<i>Nutmeg Ballroom</i>
12:00 PM	Lunch	
1:00 – 5:30 PM	Rehearsal	<i>Nutmeg Ballroom</i>
5:30 PM	Dinner	
6:45 PM	Bus to Convention Center	
8:00 PM	Concert – All Eastern Honors Jazz Ensemble & Vanguard Jazz Orchestra	Connecticut Convention Center
9:30 PM	Bus back to Hotel TBD	
10:30 PM	Room Check	Crowne Plaza, Cromwell
11:00 PM	Lights Out	

Sunday, April 7, 2013

7:30 AM	Breakfast	Crowne Plaza, Cromwell
	Change into Concert Dress/Check Out of Rooms	
9:15 AM	Bus to Bushnell Center for the Performing Arts w/ all luggage	
10:20 – 11:20 AM	Dress Rehearsal	The Bushnell
11:30 AM	Lunch	
1:30 PM	Concert (Treble Voice Chorus – Mixed Chorus)	

ON-SITE SCHEDULE

All-Eastern Honors Ensembles

April 4 – 7, 2013 • Hartford, Connecticut



The 2013 NAfME All-Eastern Jazz Ensemble will participate at the following locations in Hartford, Connecticut:

Connecticut Convention Center, 100 Columbus Blvd, Hartford, CT 06103

The Bushnell Center for the Performing Arts, 166 Capitol Avenue, Hartford, CT 06106

Hilton – Hartford, 315 Trumbull Street, Hartford, CT 06103

Please remember, you must come to ALL scheduled events–No Exceptions

Jazz Ensemble: Housed at the Hilton – Hartford

Thursday, April 4, 2013

3:30 – 5:00 PM	Registration and Seating Auditions	Hilton – Hartford
5:00 PM	Dinner	
6:00 – 10:00 PM	Orientation and Rehearsal	Ethan Allen Room
10:30 PM	Room Check	
11:00 PM	Lights Out	

Friday, April 5, 2013

7:30 AM	Breakfast (Check-In w/ Chaperone 7:30-8:00 AM)	Hilton – Hartford
8:30 AM – 12:00 PM	Rehearsal	Ethan Allen Room
12:00 PM	Lunch	
1:00 – 5:30 PM	Rehearsal	Ethan Allen Room
5:30 PM	Dinner	
7:00 PM	Bus to Convention Center (with Mixed Chorus Group A)	
8:00 PM	Concert – Chanticleer	Connecticut Convention Center
10:00 PM	Bus back to Hilton – Hartford (with Mixed Chorus Group A)	
10:30 PM	Room Check	Hilton – Hartford
11:00 PM	Lights Out	

Saturday, April 6, 2013

7:30 AM	Breakfast (Check-In w/ Chaperone 7:30-8:00 AM)	Hilton – Hartford
8:30 AM – 12:00 PM	Rehearsal	Ethan Allen Room
12:00 PM	Lunch (<i>Check-Out for those students departing after concert</i>)	
1:00 PM	Bus to Convention Center	
2:00 – 3:00 PM	Visit Exhibits	
3:00 – 5:00 PM	Dress Rehearsal	Connecticut Convention Center
5:15 PM	Bus back to Hilton - Hartford	
5:30 PM	Dinner - Change into Concert Dress	
7:00 PM	Bus to Convention Center (with Mixed Chorus Group A)	
8:00 PM	Concert	Connecticut Convention Center
	<i>Jazz Ensemble members have the option to leave after conclusion of performance</i>	
10:00 PM	Bus back to Hilton – Hartford (with Mixed Chorus Group A)	
10:30 PM	Room Check	Hilton – Hartford
11:00 PM	Lights Out	

Sunday, April 7, 2013

8:00 AM	Breakfast – Check Out of Rooms	Hilton – Hartford
10:00 AM	Bus to Bushnell Center for the Performing Arts w/ all luggage	
10:20 – 11:20 AM	Watch Dress Rehearsals / Performance	The Bushnell
11:30 AM	Lunch	
1:30 PM	Concert (Treble Voice Chorus – Mixed Chorus)	

ON-SITE SCHEDULE
All-Eastern Honors Ensembles
 April 4 – 7, 2013 • Hartford, Connecticut



The 2013 NAfME All-Eastern Band will participate at the following locations in Hartford, Connecticut:
 Connecticut Convention Center, 100 Columbus Blvd, Hartford, CT 06103
 The Bushnell Center for the Performing Arts, 166 Capitol Avenue, Hartford, CT 06106
 Ramada Plaza Hotel – Hartford, 50 Morgan Street, Hartford, CT 06120
Please remember, you must come to ALL scheduled events–No Exceptions

Band: Housed at the Ramada Plaza Hotel – Hartford

Thursday, April 4, 2013

2:00 – 5:00 PM	Registration and Seating Auditions	Ramada Plaza Hotel – Hartford
5:00 PM	Dinner	
6:00 – 10:00 PM	Orientation and Rehearsal	<i>New England Ballroom</i>
10:30 PM	Room Check	
11:00 PM	Lights Out	

Friday, April 5, 2013

7:30 AM	Breakfast (Check-In w/ Chaperone 7:30-8:00 AM)	Ramada Plaza Hotel – Hartford
8:30 AM – 12:00 PM	Rehearsal	<i>New England Ballroom</i>
12:00 PM	Lunch	
1:00 – 5:30 PM	Rehearsal	<i>New England Ballroom</i>
5:30 PM	Dinner	
7:30 PM	Bus to Convention Center	
8:00 PM	Concert – Chanticleer	Connecticut Convention Center
10:00 PM	Bus back to Ramada Plaza Hotel – Hartford	
10:30 PM	Room Check	Ramada Plaza Hotel – Hartford
11:00 PM	Lights Out	

Saturday, April 6, 2013

7:30 AM	Breakfast (Check-In w/ Chaperone 7:30-8:00 AM)	Ramada Plaza Hotel – Hartford
8:30 AM – 12:00 PM	Rehearsal	<i>New England Ballroom</i>
12:00 PM	Lunch	
1:00 – 5:30 PM	Rehearsal	<i>New England Ballroom</i>
5:30 PM	Dinner	
7:00 PM	Bus to Convention Center	
8:00 PM	Concert – All Eastern Honors Jazz Ensemble & Vanguard Jazz Orchestra	Connecticut Convention Center
9:30 PM	Bus back to Ramada Plaza Hotel – Hartford	
10:30 PM	Room Check	Ramada Plaza Hotel – Hartford
11:00 PM	Lights Out	

Sunday, April 7, 2013

7:00 AM	Bus to Bushnell Center for the Performing Arts	
8:00 – 9:00 AM	Dress Rehearsal	The Bushnell
9:30 AM	Bus back to Ramada Plaza Hotel – Hartford	
9:45 – 10:45 AM	Brunch	Ramada Plaza Hotel – Hartford
1:30 PM	Change into Concert Dress/Check Out of Rooms	
3:00 PM	Light Lunch	
3:30 PM	Bus to Bushnell Center for the Performing Arts w/ all luggage	
	Concert (Orchestra – Band)	The Bushnell



National Association
for Music Education
Eastern Division

NAfME All-Eastern Honors Ensembles
April 4-7, 2013 • Hartford, Connecticut

Student Code of Conduct

Please review this document carefully and bring a copy with you to the 2013 NAfME All-Eastern Honors Ensembles location. By signing the student contract, you have agreed to adhere to all rules and the Student Code of Conduct contained here. Any individual who disregards the rules and code of conduct will be subject to disciplinary action and may be sent home at their own expense (Parents/guardians will be notified through the designated escort.). Above all, the chaperones, group managers, and NAfME-Eastern/CMEA staff want to ensure a musical, educational, and fun-filled event. With your cooperation we can make it just that!

- You must follow all rules listed on the NAfME All-Eastern Honors Ensembles Student Contract and this Code of Conduct to remain a member of the 2013 NAfME All-Eastern Honors Ensembles. A copy of the rules from the Student Contract is included on the back of this page. In addition, your own school's rules apply. Remember, you are a representative of your school at the conference.
- Behavior and appearance should positively reflect you, your school, and state.
- Use common sense and good judgment when leaving, entering, or using a facility. Conduct is the responsibility of each individual.

Safety Tips

1. Never give out your room number to anyone.
2. Use good judgment when talking to people not connected with NAfME/CMEA.
3. Lock and bolt your hotel room door. Do not open your door unless you know who is outside. All hotel personnel wear uniforms and have an identification badge. If in doubt, call your chaperone, manager, or hotel security to come and verify the person's identity.
4. Note the fire escape exits on your floor. As an added precaution, count the number of doors from your room to the nearest exit in case smoke-filled hallways block your vision.

Other Helpful Tips

1. Use pay phones, cell phones, or phone cards for placing long-distance and local calls. Room phones will not be turned on for outgoing calls.
2. Be considerate of sleeping hours and privacy of other hotel guests.
3. Check your room carefully before your departure. Be sure all personal items have been removed.

Please keep this information with your hotel and registration information. Refer to these rules regularly and when in doubt, consult your chaperone and/or group manager.

Remember, the impression you give during this conference is the only one others have of you, your school, your state and NAfME/CMEA... Make it a positive one!



NA/ME All-Eastern Honors Ensembles
April 4-7, 2013 • Hartford, Connecticut

Rules from the NA/ME All-Eastern Honors Ensembles Contract

1. Students will prepare assigned music prior to arriving in Hartford.
2. All Students should arrive on time and attend all rehearsals and concerts in their entirety. Illness or performance in a conference performing group are the only excuses for missing a rehearsal. A performing group conflict should be reported to the group manager at check-in. Students who miss more than one hour of rehearsal due to illness or other unscheduled conflict will not be permitted to perform with the ensemble.
3. Immediately report any accidents, injuries, and/or illnesses to the chaperone or group manager.
4. Use of cell phones, laptops, tablets, MP3 players, or other electronic devices during rehearsals and performances is prohibited.
5. Students are not allowed to operate a motor vehicle or travel in any vehicle other than those officially approved by NA/ME-Eastern/CMEA during the Honors Ensembles events. Students are also prohibited from having a motor vehicle on site.
6. Once checked-in, students are not permitted to leave the hotel or officially designated and scheduled Ensemble areas for any reason. In addition, students should never travel alone between areas.
7. NA/ME-Eastern/CMEA will provide all hotel rooming assignments. Students must stay in the NA/ME-Eastern/CMEA assigned accommodations.
8. Students must be in their assigned room at curfew time and remain in the assigned room until 10 minutes prior to breakfast.
9. People of the opposite gender are prohibited in students' hotel rooms at all times.
10. Use of hotel services, including room telephones for local or long distance calls, paid television, paid wireless internet, room service, etc. is forbidden.
11. Pranks or vandalism of any kind will not be tolerated. Parents and/or the participant will assume full financial responsibility for damage caused by the participant. Damage to any hotel room may be assessed equally among those students assigned to the room.
12. Use, possession, or acquisition of alcoholic beverages, tobacco products, or illegal drugs is prohibited at any time during participation in the 2013 NA/ME All-Eastern Honors Ensembles. Any violation of this rule will result in immediate dismissal from the All-Eastern ensemble.
13. Students should dress appropriately and wear the official NA/ME-Eastern/CMEA identification badge visibly in the upper torso at all times.
14. Students should notify NA/ME-Eastern/CMEA immediately if it is necessary to withdraw from the assigned 2013 NA/ME All-Eastern Honors Ensemble.
15. Students should cooperate fully with chaperones, managers, and any other administrative officials.
16. Students should adhere to the Student Code of Conduct and the rules of their ensemble's conductor.

HOTEL ACCOMMODATIONS

(For parents/guardians and friends of 2013 NA/ME All-Eastern Honors Ensembles participants.)

Students participating in the 2013 NA/ME All-Eastern Honors Ensembles will be housed at the following hotels in the Hartford, Connecticut area beginning Thursday, April 4: Band – Ramada Plaza Hotel, Hartford; Orchestra – Homewood Suites, Hartford; Mixed Chorus – Hilton, Hartford; Treble Voice Chorus – Crowne Plaza, Cromwell; Jazz Ensemble – Hilton, Hartford.

You are invited to share NA/ME/CMEA's special room rates at some of these select Hartford area hotels. In order to take advantage of this opportunity, please visit <http://www.nafme-eastern.org/hotels.php>.

The student hotels are located at the following addresses:

Ramada Plaza Hotel – Hartford (All-Eastern Band)

50 Morgan Street, Hartford, Connecticut 06120
Phone: 860-549-2400

Homewood Suites – Hartford (All-Eastern Orchestra)

338 Asylum Street, Hartford, Connecticut 06103
Phone: 860-524-5550

Hilton – Hartford (All-Eastern Mixed Chorus and Jazz Ensemble)

315 Trumbull Street, Hartford, Connecticut 06103
Phone: 860-728-5151

Crowne Plaza - Cromwell (All-Eastern Treble Voice Chorus)

100 Berlin Rd., Cromwell, CT
Phone: (860) 635-2000

Remember, students must stay with their ensemble for the duration of the events.

For a list of other hotels and accommodations, contact the *Greater Hartford Convention & Visitors Bureau* at 1-800-446-7811 or visit their website at <http://www.enjoyhartford.com>.

NAfME All-Eastern Honor Ensembles
Conference and Honor band rehearsals at Holiday Inn, Liverpool NY
Hartford Connecticut
April 4-7, 2013

Dear Parent,

Congratulations on your child being selected for the most prestigious NAFME Musical Honor Choir band or Jazz Ensemble. I know the information to turn in regarding payment, medical, signature forms by the upcoming deadline of Dec. 17th can be confusing. If you have any questions, please do not hesitate to contact me.

Please make sure you and your child are familiar with the behavioral rules of this festival. Any infractions, and not only will the musician be sent home, but students will no longer be able to participate from Horseheads in the future. Also any infractions of our school district's behavioral policy will be dealt with by administration upon return to Horseheads. Of course, I cannot foresee any problems with our students, but guidelines are in place for any surprises. By signing the bottom of the medical information form attached, you are saying you understand the responsibilities for their participation in the festival for the school district.

The latest directions from NAFME for making sure your child is registered by the Dec. 17th deadline are:

1. It is vitally important that the Contract and Emergency medical Care Form are completed online and submitted electronically **AND** also printed, signed, and brought into school for me get signatures and send in with the school district's payment no later than Dec. 13th. [so I can get signatures and mail in time to meet the Dec. 17th deadline.
2. All sections of the Contract must be completed. I will endorse each copy with my signature and that of our principal and mail in with the payment.
3. Music will be mailed in February.

The plan is for all students and myself to depart Horseheads HS on Thursday April 4 first thing in the morning. They should have their instrument, luggage, music, and concert clothes with them. In case of an emergency they should contact me. We will all have each other's cell phone numbers. If you ever need to reach me, my cell # is 607.738.9007. As included in your child's information, Treble Choir students will be staying and rehearsing at the Crowne Plaza hotel in Cromwell, CT. Jazz Ensemble students are at the Hilton in Hartford, CT, and Band students will be at the Ramada Plaza Hotel Hartford, CT.

The Jazz Ensemble Concert is Saturday evening at 8:00pm at the Connecticut Convention Center, followed by a performance by the Vanguard Jazz orchestra. The Treble Choir and Band concert performance is on Sunday at the Bushnell Center for the performing Arts, Mortenson Hall. The Treble Choir performs at 1:30pm and the Band concert begins at 3:30pm. It is expected that you will be taking your child, their instrument and luggage home with you at the conclusion of the concert. I will have a school van and could take a student home if parental transportation is not available.

Please complete the school district's Field trip medical information paper I have attached and turn in at your earliest convenience.

Thank you for all your support to our talented students!

Sincerely,

Tina S. Matejka

tmatejka@horseheadsdistrict.com

