

*North Olmsted High School
Orchestra and Wind Ensemble*

NEW YORK CITY TRIP



Information for Students
and their
Parents/Guardians

**Thursday: March 27th - Sunday: March 30th
2014**

New York City Trip 2014
North Olmsted Instrumental Music Department

RULES AND REGULATIONS

As students on this trip you are representatives of the North Olmsted City School District and should act according to all rules and guidelines dictated on this sheet as well as all other school and district rules.

Overall Behavior:

Insubordination towards any staff, chaperone, or administrator will result in 2 after school detentions upon return to North Olmsted.

No tobacco products, alcohol or drugs permitted. Violation of this rule will result in school suspension and immediate return to North Olmsted at parents' expense.

All prescription drugs must be signed in at the beginning of the trip with the chaperone in charge of medical care.

The school dress-code is enforced for the entire trip.

Any behavior deemed extremely inappropriate by directors, a chaperone, or an administrator, will result in notification of the student's parents, and return of the student to North Olmsted at the parents' expense. Additional consequences may be imposed as deemed appropriate by the school administration.

Hotel:

Disturbances in the hotel could result in your removal from the hotel by hotel personnel. This is beyond our control and under the jurisdiction of the management. Remember, we are not the only guests in the hotel. Please obey the following guidelines:

Checking in:

- Check your room when you enter. Make sure everything is in order (towels, TV, etc.) Inform chaperones of any damages at this time, so you won't be charged upon checkout.

- Make sure you know where your chaperone's room is located.

General Procedures:

- Do not talk loudly in the halls, slam doors, open windows, pound on walls, etc. Do not disturb other guests.
- All students must be in their bedrooms 30 minutes after arrival to the hotel each evening. Lights must be out and all students in bed 30 minutes later. A room check will be conducted at that time. After lights out, no one will be allowed to leave his or her rooms. If you have problem, contact your chaperone or a director. If found in violation of this rule, students will

be either sent home at parent's expense or will have to shadow a Director for the remainder of the trip.

- You will not be allowed in any hotel room but your own. No exceptions. If it is found in violation, students will be accompanying a director for the remainder of the trip.
- Any student found destroying, tampering with, or removing hotel property will have to pay for the damage and may be subject to legal proceedings. Violators will be sent home at parents' expense. He or she will also be subject to school disciplinary action upon return to North Olmsted.
- The phones are for in hotel use only. No long distance or out of hotel calls allowed. No room service (including pizza). No pay-per-view. These features should be turned off by the Hotel, however any extra charges made to rooms are to be covered by the student(s) in that room who made the charges.
- There will be no use of the hotel pool allowed.
- Change for vending machines should be taken care of before arriving to the hotel. You will not be permitted to go to the front desk or anywhere else for change, so plan ahead.
- In the morning, remain in your rooms until your chaperone sends you to the bus or to breakfast. Make sure you bring everything you need for the day (cameras, coats, etc...) Always make sure that your room is locked before you leave and that you have the key.

Checking Out:

- Pack most of your items the night before. (Friday Night)
- In the morning, have your personal belongings organized, prop open your door, and have your key ready to give to your chaperone.
- Your chaperone will inspect your room before you can leave
- Double check that you have all your belongings. We will not be returning to the hotels after check-out on Saturday morning.

Activities:

For safety reasons, every student will sign up for a chaperoned small group. Students will stay in these groups for every sightseeing and shopping opportunity on the trip. These chaperoned groups are expected to check in at a designated time and place. Failure to do so will result in loss of opportunity to participate in future activities as well as other possible consequences. Exceptions to this rule exist only when the entire group is together or during confined activities.

No student will venture off alone at any time.

Make sure within your group you establish a "buddy system" and watch out for each other. The areas of New York we will be in are safe, however it is still a big city and you need to be diligent about your surroundings and mindful of your actions

Bus:

Students will be assigned to busses based on their small group sign-ups and will only ride on their assigned bus.

For the comfort and well being for all students, no students of the opposite sex will be allowed to sit with each other on the bus when it is dark.

No glass bottles or cans are permitted on the bus, so any drinks or snacks need to be in plastic containers that can be resealed.

Quiet hours will be between 11:00pm and 6:00am. At this time all lights will be turned off, excluding some safety lights. Also, the use of cell phones and electronic devices will not be permitted so that students can sleep and be ready to go in the morning.

Rest stops will be provided often. The restroom on the bus is for EMERGENCY use only. Just remember, what is left on the bus, stays on the bus the entire trip.

Failure to behave within proper school rule guidelines while on the bus will result in the student accompanying a Director for the remainder of the trip.

Performance/Clinic:

Students will be required to wear their concert uniforms for the Friday Atrium Performance. (During the Saturday Clinic, students will not be in uniform.) While not performing, students must be on their best behavior as a respectful audience. Students who fail to behave properly will accompany a director for the remainder of the trip and will receive 2 after school detentions upon arrival back to North Olmsted.

Uniforms:

During the week of March 18th, we will be organizing the uniforms for each student.

Men:

Please bring tuxedo shirts (on a hanger)

Please pack bow ties, cummerbund, black dress shoes, and black dress socks in a plastic grocery bag with your name on it. We will pair these with your tuxedo and ensure they are packed together on the bus.

Women:

Bring your dresses in and we will place in in a garment bag with your name clearly displayed on it.

Please bring these uniform pieces to school on March 18th or 19th.

Upon arrival to the hotel, we will unpack these pieces with your luggage and you will be responsible for taking them to your room and hanging them up.

Luggage:

All students are ONLY allowed the following luggage items for the trip:

1 checked bag (for under the bus)

1 carry-on bag (feel free to bring a pillow and blanket for use on the bus)

Instrument cases necessary for performance/clinic instruments

Music folder w/ all music

Garment bag for uniform

Please have your name on all luggage and belongings. Do not bring anything you deem valuable. We are not responsible for lost or stolen items.

Parents need to check their student's luggage and carry-on bag for prohibited items. If students are found with any prohibited items, the students may be sent home at the parent's expense. A form is included in this packet for parents to sign, verifying that they have gone through the luggage. The form needs to be brought the morning we leave; they will not be accepted in advance. Anyone without this form will have their bags inspected by a chaperone and a director prior to departure. Students please make good choices.

(DO NOT PACK ANY ITEMS IN YOUR CHECKED BAG THAT YOU WILL NEED PRIOR TO HOTEL CHECK IN)

Medication:

If you are on medication or have any special medical problems, please be sure you have filled out the enclosed medical release forms properly. Medications - in the original containers will be collected on the morning we leave by the chaperone in charge of medical care.

Medications will then be handed to the student's small group chaperone who will appropriately administer their medications. All medication will be made available to students during the day, whenever they leave or enter the bus and at night in their chaperone's hotel room. No student is allowed to carry medication, whether prescription or over the counter drugs. The only exceptions to this rule are students with permission to carry inhalers or Epi-pens.

Thursday Night:

The night we arrive is our "night out on the town." We will be grabbing dinner and seeing a Broadway musical. It would be appropriate to "dress up" for this evening. Also proper etiquette will be expected during the show. No cell phone use or talking while the performance is going on.

This trip's purpose is for educational enrichment, musical development, and a chance for growth and maturity. Students are expected to behave in a responsible and respectful manner. Problems or concerns can occur; however, so the directors, administrator, and chaperones are readily available to all students at any time. A list of chaperone phone numbers will be distributed to attendees, and 'emergency items' will be available also if needed. This is a carefully planned, safe, and educational trip that's going to be fun for everyone!



Bob Rogers Travel

Making Moments That Matter

**NORTH OLMSTED HS MUSIC DEPARTMENT
MR. ERIK KALISH, BAND DIRECTOR
DESTINATION: NEW YORK, NY
DATES: MARCH 27-30, 2014**

THURSDAY, MARCH 27

- 6:00 AM Two (2) **Cleveland Southeastern Trails** Motor coaches arrive at **North Olmsted High School: 5755 Burns Rd, North Olmsted, OH 44070**
- 6:30 AM **Depart for New York City (Please keep rest and lunch stops brief)**
Please Note: Estimated drive time is 7 ¼ hours without stops. Adding 1 ¾ hours for a rest stop and lunch stop, estimated drive time is 9 hours.
- 9:00 AM Brief **rest stop**
- 12:45 PM Lunch on own en route to hotel.
- 1:45 PM Board motor coaches and depart for New York
- 3:30 PM **Hotel Check-in: Courtyard Marriott: (201)896-6666**
1 Polito Avenue, Lyndhurst, NJ 07071
- 4:30 PM Depart for Midtown Manhattan
- 6:00 PM **Dinner: HB Burger Restaurant** at: 350 5th Avenue at 34th Street
- 7:00 PM Depart for the New Amsterdam Theater at: 214 West 42nd Street
- 8:00 PM **Curtain rises: Broadway show - Aladdin**
- 11:00 PM Board motor coaches and depart for hotel
- 11:30 PM Approximate arrival at hotel for the evening.
One (1) Security Guard will be on duty from 11:00 p.m.-6:00 a.m.



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FRIDAY, MARCH 28

- 7:15 AM **Breakfast Buffet at the Hotel**
- 8:15 AM Board motor coaches and depart for Manhattan
- 9:15 AM **Visit the Today Show in Rockefeller Plaza**
- 10:00 AM **Visit Rockefeller Plaza and 5th Avenue for shopping, sightseeing, and photo opportunities**
Located in the heart of midtown Manhattan, the Plaza is known for its annual Christmas tree, wintertime ice rink, Today Show concerts, Radio City Music Hall and Saturday Night Live. There is a vast array of options for shopping and dining, whether you're looking to purchase high-end goods or just grab a quick bite to eat.
- 11:15 AM Meet at performance venue which is 1 block from 5th Avenue
- 11:45 AM **North Olmsted HS Orchestra to perform at the Madison Avenue Atrium:** This performance location is one New York's busy corporate atriums. The building was formerly the IBM headquarters until 1983, and is the home of many prominent corporations today. This tree-filled conservatory is known for its impressive art exhibits and lunchtime crowds looking for an escape from the office. Address: 590 Madison Avenue at West 57th Street
- 12:30 PM **North Olmsted HS Wind Ensemble performs at Madison Avenue Atrium**
- 1:00 PM Load motor coaches with equipment and uniforms, and then walk to lunch
- 1:30 PM **Light Lunch on own in Rockefeller Plaza area or along 5th Avenue**

Take some time in the **Fifth Avenue** area to explore the sights and shops. From stores like **Louis Vuitton, Tiffany's, Gucci, and Versace**, to the **NBA Store, FAO Schwartz, St. Patrick's Cathedral**, and the famous **Apple Store**, there are enough over-the-top shopping opportunities here to satisfy everyone's taste.



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- 2:45 PM **Radio City Music Hall Tour:** 1260 Avenue of the Americas, NY 10020
2:45pm – 30 tickets, 3:00pm – 30 tickets, 3:15pm – remaining tickets
- 3:30 PM Enjoy more of 5th Avenue if time permits.
- 4:45 PM Board coaches and depart for Central Park
- 5:15 PM **Visit Strawberry Fields in Central Park and the Dakota Apartment Building where John Lennon was assassinated.**
- 6:30 PM **Dinner at Naples 45:** 200 Park Ave, New York, NY 10166
- 7:45 PM **Visit the Top of the Rock Observatory** – The Top of the Rock includes a six-level observatory atop the Art Deco skyscraper, 30 Rockefeller Plaza, which offers fantastic 360 degree views of the New York City skyline! 30 Rockefeller Plaza, New York, NY 10112
- 9:30 PM Board coaches and depart for the hotel
- 10:15 PM Return to the hotel – prepare for hotel check out
One (1) Security Guard will be on duty from 11:00 p.m.–6:00 a.m.

SATURDAY, MARCH 29

- 6:45 AM **Breakfast Buffet at the Hotel**
- 7:45 AM Board motor coaches (Hotel check out)
- 8:15 AM Depart for clinic location – **Carroll Music Studios**
625 W 55th St #6 – 6th floor, New York, NY 10019

(Continued)



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SATURDAY, MARCH 29 (Cont.)

- 10:00 AM **North Olmsted HS Instrumental Music Clinic:**
“Broadway Instrumental Clinic” – North Olmsted students will be placed directly in the world of a Broadway pit musician, playing for Broadway’s best performers! Working with a Broadway musician, the students will sight read and prepare a special performance of a selected piece of Broadway music. After 90 minutes of work on the piece, your group will be joined by a Broadway performer who will discuss interpretation of the material and then perform it, accompanied by your group.
- 12:00 PM Workshop concludes; load motor coaches with instruments
- 12:15 PM Depart for Lower Manhattan
- 12:45 PM **Lunch on own in Chinatown or Little Italy**
Free time to shop, sightsee, and take pictures. Note: If you are picky, you can eat at McDonald’s in Chinatown. It is also a good photo opportunity.
- 2:00 PM Visit the **National September 11th Memorial** (per person donation is included in your tour). This 16–acre site features two enormous waterfalls and reflecting pools, each about an acre in size, set within the footprints of the original twin towers. Its design conveys a spirit of hope and renewal, and creates a contemplative space separate from the usual sights and sounds of a bustling metropolis. With more than 400 trees, the Memorial Plaza is one of the most eco–friendly plazas ever constructed. **Bob Rogers Travel is a Charter Member and Memorial Builder for the National September 11 Memorial and Museum.**
- 3:30 PM **Self–guided walking tour of the Financial District in chaperone groups.** View such sites as the **Federal Reserve Bank, New York Stock Exchange, St. Paul’s Church, Trinity Church, and Federal Hall.**
- 5:45 PM **Dinner in Cucina and Company in Rockefeller Plaza**
30 Rockefeller Center, Manhattan, NY 10112
- 7:00 PM Walk to Times Square as a group



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- 8:30 PM **Visit Times Square** in small groups
From the indoor 60-foot-tall ferris wheel at **Toys 'R' Us, M&M Store**, and every type of NYC souvenir store you can imagine to the **Ed Sullivan Theater** (home of the **Late Show with David Letterman**), you will never find another place like it!
- 10:20 PM Report to meeting area - prior to motor coach arrival
- 10:30 PM Coaches arrive and depart for Ohio (Please Note: Estimated drive time is 7 ¼ hours without stops. Adding 2 hours for a rest stop, driver change, and breakfast, estimated drive time is 9 ¼ hours.)
Breakfast en route - on own

SUNDAY, MARCH 30

- 7:45 AM Return to North Olmsted High School

Check List Of Items To Bring

Instrument Be sure your name is on your case.

Sheet Music In Music Folder

Clothing Enough for Thursday through Sunday (bring something warm for evenings outside)

Thursday night is a formal night out: dinner and a show: Bring formal attire (Women - dresses and/or slacks and formal top; Men – dress shirt and slacks (tie/jacket optional)

BRING RAIN GEAR – umbrellas and ponchos/raincoats

Money Most meals are covered, however you will be on your own to purchase 3 lunches. New York is expensive. A lunch at Times Square could run you \$20, easy. (Feel free to bring extra cash for souvenirs) Don't bring too much money, this is a big city, if you are seen throwing wads of cash around, you may be targeted by a pickpocket. Be smart.

Watch You will be required to check-in at specific times.

Toiletries Don't Forget Toothpaste and deodorant.

Medications Necessary medications must be checked in with proper paperwork to be given to the assigned chaperone for safekeeping and proper handling

Other Snacks for the bus ride are allowed (with the exception of sunflower seeds or nuts in the shell) Be respectful and do not litter; trash bags will be provided. Everyone must help keep the bus and plane clean and litter free.

Hand held games, CD players, iPods/iPads, Cameras, and cell phones are allowed, but **You are responsible for your items.** The less you bring the less you have to worry about!

You are **NOT** allowed the following items: laptop computers, any game consoles, or devices with movies rated-R on them. If an inappropriate movie is found on a device or in your luggage, the device will be confiscated.

Students should leave expensive or irreplaceable jewelry or electronic items at home.

Phone Numbers and Important Information

Hotel:

Courtyard Marriott, Lyndhurst, NJ
(201)-896-6666

Please do not call the hotel. We are gone all day and they do not have any way to contact us. They do not have our itinerary. Use the above number for extreme emergencies only, Thank You.

Updates:

When did we arrive? What time will we return? Where are they now? You can receive updates during the trip by going to www.eaglemusic.org (click on New York 2014)

Departure Time:

The Busses will arrive at NOHS by 6:00am on Thursday, March 27th. All students are expected to be at the High School by 5:30am to check in, to make sure bags have been inspected and to help load the busses

Return Time:

The return time to NOHS will be posted on www.eaglemusic.org 2 hours prior to the actual arrival time. The anticipated arrival time will be at 7:45am on Sunday, March 30th.

Emergency Contact:

If there is an emergency during the day, you can contact Mr. Kalish at (408)813-4222. Please use this number only for emergencies, you student will have their own cell phone with them if you want to just check in.

Instrument Information Record

(List all instruments being brought on the trip on one form)

Name of Student: _____

Instrument(s): _____

Manufacturer: _____

Model Number: _____

Serial Number: _____

School owned or Personal: _____

Other identifying characteristics (dents, scratches, etc.)

Turn this form in no later than Monday, March 18th

NORTH OLMSTED HIGH SCHOOL
SCHOOL TRIP PERMISSION FORM
(SECTION A AND B MUST BOTH BE COMPLETED)

STUDENT _____ TELEPHONE _____ GRADE _____
ADDRESS _____ DATE _____

SECTION A- EMERGENCY MEDICAL AUTHORIZATION

PURPOSE: To enable parents to authorize emergency treatment for children who become ill or injured while under school authority when parents cannot be reached.

PART I OR PART II MUST BE COMPLETED

PART I - TO GRANT CONSENT

In the event reasonable attempts to contact me at _____ (Phone Number) or other parent _____ at _____ (Phone Number) have been unsuccessful, I hereby give my consent for:

1. The administration of any treatment deemed necessary by:
(Preferred Physician) Dr. _____ Phone: _____
(Preferred Dentist) Dr. _____ Phone: _____

or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and,

2. The transfer of my child to _____ (Preferred Hospital) or any hospital that is reasonably accessible.

This authorization does not cover major surgery unless the medical opinion of two other licensed physicians or dentists, concurring the necessity for such surgery, are obtained before the surgery is performed. Facts concerning the child's medical history including allergies, medications being taken, and physical impairments to which a physician should be alerted:

Parent Signature _____ Date _____

PART II - REFUSAL TO CONSENT

I do not give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment I want the school authorities to TAKE NO ACTION or follow this procedure:

Parent Signature _____ Date _____

SECTION B- PARENT OR GUARDIAN APPROVAL FOR SCHOOL TRIP

I give my daughter/son permission to attend a scheduled and approved school trip on (Day) _____

(Date) _____ and going to _____

Class _____

Teacher _____

Clinic Phone - 440-779-3588

Fax - 440-777-2216

MEDICATION REQUEST FORM

Student _____ Date of Birth _____ Grade _____

Address _____ Phone _____

PHYSICIAN'S ORDER

Date _____

(Note: All lines must be completed)

Name of Medication _____

Reason for Medication _____

*****If this medication is for ASTHMA - the back side of this form MUST be Completed*****

Form of medication/treatment:

_____ Tablet/capsule _____ Liquid _____ Inhaler _____ Nebulizer _____ Other:

Instructions:

Dose _____ **Time to be administered** _____

Frequency (how often during the school day) _____

Start Date _____ **Stop Date** _____

Side effects to be reported to Physician _____

Special Administration Instructions _____

Special Storage Instructions _____

***For Emergency Medication only ~May the Student carry this medication? ___ YES ___ NO**

Physician signature _____ **Print Physician's Name** _____

Phone Number _____ Address _____

PARENT CONSENT

I give permission for my child, _____, to receive medication at school according to school district policy and as instructed by the physician.

I agree to the following:

- 1.) Deliver medication to school in the original container.

- 2.) Have a new form completed by the physician if there is any change in the medication (i.e. dosage, time, etc.).
- 3.) A new request form must be submitted each academic year.

Parent/Guardian Signature _____ **Date** _____

(Please Complete the BACK SIDE of this form if medication is for ASTHMA or an inhaler)
TO BE COMPLETED WHEN MEDICATION FOR ASTHMA IS ORDERED
 (Continued from front side - physician to complete)

Please check student's known asthma triggers: ___ Pollens ___ Stress/Anxiety ___ Cold Air ___ Exercise
 Other triggers: _____

Medication is necessary when the student has symptoms such as: _____

U Steps to be taken by school personnel if the asthma medication does not produce expected relief from the asthma attack (Required by Ohio Revised Code section 3313.716)

- 1. Student should be escorted to the clinic for evaluation if in another part of the school.
- 2. Contact parent if _____

3. Call 911 for immediate medical assistance for any of the following items checked:
 (Please check all appropriate boxes.)

- No improvement 15-20 minutes after initial treatment with medication and a responsible relative cannot be reached.
- Hard time breathing with:
 - Chest and neck pulled in with breathing
 - Child is struggling to breath.
 - Child is hunched over.
- Trouble walking or talking
- Stops playing and cannot start activity again
- Lips or fingernails are gray or blue

4. Other special physician instructions: _____

◆ Any severe reactions that may occur to another child, for whom the inhaler is **NOT** prescribed, should such a child receive a dose of the medication (Required by Ohio Revised Code 3313.716).

Physician's Signature _____ **Date** _____

Physician Office Phone Number _____

Trip Rules and Regulations contract of agreement and Luggage Check Form:

I agree to the rules and consequences set forth in the Rules and Regulations for the 2014 North Olmsted Orchestra and Wind Ensemble trip to NYC. If I am (or my child) is in violation of any of the rules that requires a student to be sent home at parents expense, I agree to cover the necessary expenses.

I have checked my child's luggage. My signature below indicates that here are no prohibited items included in his/her luggage or personal belongings.

Parent Signature	Print Name	Date
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Student Signature	Print Name	Date
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This contract must be signed and returned on THURSDAY, MARCH 27th - It will not be accepted early.

