

THE RIVERSIDE CHICAGO TRIP HANDBOOK 2025

**Forms Due:
4/1/25**



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4/1/25**

David Schwartz, Brad Allen, Directors

585 Riverside Drive, Painesville, OH 44077
440-358-8316 DAVID.SCHWARTZ@RIVERSDIDESCHOOLS.NET
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WWW.RIVERSIDEBANDS.COM

IMPORTANT

DATES

FOR CHICAGO

| | | | |
|-----------------------------------|------------|-------------------------|---------------|
| Wednesday, March 19 th | 6:15 p.m. | Chaperone Meeting | Band Room |
| Wednesday, March 19 th | 7:00 p.m. | PARENT MEETING | JRW Cafeteria |
| Tuesday, April 1 st | | Bus Movies Due | Band Office |
| Tuesday, April 1 st | | ALL FORMS DUE | Band Office |
| Tuesday, April 8 th | | ALL MEDS in band office | Band Office |
| Sunday, April 13 th | 5:15 a.m. | Report to RHS | Behind RHS |
| Tuesday, April 15 th | 10:30 p.m. | Return to Riverside | Parking Lot |
| Wednesday, April 16 th | 7:15 a.m. | BE IN SCHOOL ON TIME | |

Riverside High School Bands

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TO: Parents
FROM: David Schwartz, Brad Allen, Directors
DATE: 5/6/25
RE: Chicago Trip

Please bring this to the parent meeting on March 19th @ 7:00 p.m.

This will be the final letter to you regarding the trip. We cannot believe the time is here already. We have been on the phone confirming last-minute details these past weeks. Enclosed is a current copy of the itinerary for you to keep. This will change a little as we are making final adjustments. Each student will receive a copy of the itinerary when we leave. Below are the rules/guidelines for the trip. Please take time to review these **WITH** your child and sign the attached form. We are sure you realize that without rules, a trip with this many kids would not be possible. **THERE WILL BE AN IMPORTANT PARENT MEETING WEDNESDAY, MARCH 19TH AT 7:00 P.M. IN THE JRW CAFETERIA.**

Any medication that your student will be taking during the trip must be handled by a school employee; Mrs. Poje, myself, or Mr. Allen. A doctor's form stating it is okay to administer the medication is required by law. The form is included in this packet (extra forms available on the band website.) One form for each medication! The forms must be readable. **No faxed doctor's signatures. NO Exceptions!** This includes prescription drugs as well as over-the-counter drugs, vitamins, Tylenol, Advil, etc. The same school policies are in effect. If you have a medication order from your doctor on file in the Riverside clinic, we will receive a copy of this form and you do NOT need another. If there is not an order on file in RHS, you must have one filled out and returned to us. All forms (including medicine forms) are due in the band office NO LATER than Tuesday, April 1st. Package and label any medications with explicit instructions and give to us NO LATER than Wednesday, April 8th. All medications must be in the **original** containers! Your student is responsible for coming to get their medications during the trip. We will not and cannot track them all down. Please do not send **Advil or Tylenol**. We will have these available--Ibuprofen 200mg and Acetaminophen 325mg--but we must still have the doctor's form.

One other item of business we need to address is the extra emergency medical form. The med forms for this trip need to be notarized because we are leaving the state. We would like to have several notaries at the parent meeting to help you out if you need. If you are a notary and are willing to help at this meeting, it would be greatly appreciated. Please call or email and let us know. The med form and rules/guidelines signature form (those with stars on the top) needs to be in the band office by Tuesday, April 1st or before.

CHICAGO 2025 Rules, Regulations and Guidelines

As a Riverside Local Schools Board of Education approved educational field trip, all school rules of conduct and behavior as listed in the Riverside High School Student Handbook will be in effect throughout the entire trip. Infractions will be dealt with on the spot according to the Riverside Code of Conduct with further action, if needed, taken upon return to Riverside.

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Flagrant violations involving alcohol, chemical abuse, physical altercations, theft or destruction of property will result in the immediate return of those student(s) involved to Painesville via the next available form of public transportation at the expense of the parent or guardian.

Suitcases/packing

- One suitcase ONLY. No exceptions. Keep suitcases to a minimal size. No large suitcases will be permitted.
- Students are permitted to take **one** small carry-on on the bus, i.e., book bags
- Please encourage students to leave valuables at home. (no laptops, grandma's diamond earrings, etc.)
- Once the students are on the bus and it is loaded, they will not be able to access their luggage until we reach the hotel. Make sure that any necessities (especially money) that your student needs are in their carry on. We will be on the bus for a long time!

Dress: All school rules apply

- The weather is likely to be very unpredictable in April. Prepare, however, for any condition. It is spring. Anything can happen, even rain!
- DRESS FOR SUNDAY
 - Jeans/Dockers/Dress pants
 - Nice shirt (No T-shirts!, polo, dress like, etc.)
- DRESS FOR MONDAY
 - School casual, NO ripped jeans
- DRESS FOR TUESDAY
 - School casual, NO ripped jeans
- NO t-shirts with offensive slogans or drawings at any time
- Remember you are representing Riverside Schools and your community.
- Each person is solely responsible for his/her own luggage and personal belongings. The school **WILL NOT** be responsible for lost luggage or belongings.

*Money: Things students will need money for:

- On Sunday, students need to BRING a brown-bagged packed lunch. We will eat en route to Chicago. Pack your lunch in something disposable.
 - Monday—lunch along Michigan Ave.
 - Tuesday—lunch at the museum, dinner en route home
- Any souvenirs/extras you may wish to purchase-Navy Pier, Lincoln Park Zoo, Michigan Ave., Hancock Tower, Museum of Science and industry.
- These amounts are up to each individual family

Medicines

- A doctor's note (on Form A & B included) stating it is okay to administer any medication is required for **ANY AND ALL** medications (prescription and over-the-counter.) **NO** Exceptions!
- Any medication that your student will be on, must be handled by Mrs. Poje, Mr. Allen or Mr. Schwartz. This includes prescription drugs as well as over-the-counter drugs. The same school policies are in effect.
- Package and label any medications with explicit instructions in the original containers and give to me several days before we leave (due by Tuesday, April 8th)

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Hotel and Room

- All room assignments are final and will not be changed
- All students are responsible for the care of their room. Any damage to the rooms will be paid for by the students assigned to that room before we leave.
- There is no reason to use the telephone in the rooms. NONE. Do not call between rooms. If you need to phone home in an emergency, find Mr. Schwartz or Mr. Allen.
- Do not move furniture or beds
- Keep the room noise and TV set at low levels. No electronic devices are to be used without headsets. The hotels have strict guidelines pertaining to noise, not only in the rooms, but in the halls, lobby, and other areas. The hotel's quiet hours will be enforced out of courtesy to others.
- Designated times for you to be in your rooms are to be complied with without question. Do not leave to go to the vending machines, ice machines or ask chaperones to bring you stuff after hours. Plan ahead-do this immediately upon return to the hotel.
- The "pay T.V." will be turned off when possible.
- Chaperones will check rooms at night at curfew.
- There will be a security guard hired by us on duty at night.
- You are to maintain quiet until breakfast. Remember that there are other guests in the hotel. Noise during quiet hours will not be tolerated.
- You must come to breakfast with shoes and looking somewhat presentable—DO NOT come in pajamas/night clothes.
- You are not permitted to leave your room for any reason until breakfast. Each door will be taped at room check. We will remove the tape each morning before breakfast.
- NO boys in girls' room and vice versa.** If an infraction occurs, both parties will suffer the consequences--no exceptions.
- Use of alcohol, tobacco, or drugs is prohibited. All rooms will be nonsmoking rooms. You will be sent home at your expense.
- All school rules will be in force along with the appropriate penalties for misbehavior.
- No running through the halls or stairways--no horseplay.
- DO NOT** open the door for strangers. All adults with the tour will identify themselves.
- Riverside students should not be in parts of the hotel not associated with us or our interests. People not with our group should not be invited into our area of the hotel.
- During any free time at the hotel students are not permitted to leave the hotel property.

Buses

- Students will ride only on the bus they are assigned. Changing is not permitted.
- When the director, chaperone, driver or tour guide addresses the bus, give him/her your undivided attention. REMOVE ALL HEADPHONES (*both ears*) and LOOK UP.
- Be seated as soon as you enter the bus so attendance can be taken.
- Remain in your seat while the bus is moving. Moving, stretching on the highway will be permitted.
- Stay out of the aisle!!
- Electronic devices must be of a small size and be used with headphones only.
- Drivers will be instructed not to play the radio or music over the bus system. Each individual has a right to his/her own sounds.

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- The buses will have a DVD player. You may bring in acceptable movies (**G, PG, PG-13 ONLY**) to watch on the trip. Clear **ALL** movies with Mr. Schwartz prior to leaving. Movies must be in by Tuesday, April 1st. Label all DVDs clearly with student's name!
- Snacks are fine but should be limited to non-messy food items. Coolers and glass bottles will not be permitted. Try to avoid large beverages on the bus for obvious reasons.
- Keep the bus clean at all times. It is not the driver's responsibility to clean up after you.
- Rest stops will be made every few hours. Use the bus restroom sparingly. Use the restroom when we stop as a precaution.
- No flash pictures are allowed on the bus, especially at night. This creates a problem for the driver.
- Take your shoes off before putting your feet on the seats.
- Remain in your seats until the bus completely stops AND you are told to unload by Mr. Schwartz or Mr. Allen or Mrs. Poje only. Stay out of the aisle!!

General Instructions

- Disrespect of any nature towards the chaperones, parents, directors or staff will not be tolerated!!!! This trip is a privilege—NOT A RIGHT.
- Students should remain in groups. Never venture off on your own. You must always be in a group of no less than four (4) Riverside band students. ***This will be strictly enforced!***
- Students late to "Check in times" will spend the remainder of the day with a chaperone.
- All organized activities are mandatory. Stay together on all tours.
- EVERYONE IS EXPECTED TO ACT AS LADIES AND GENTLEMEN AT ALL TIMES AND TO FOLLOW THE CODE OF CONDUCT OF THE RIVERSIDE LOCAL SCHOOLS.
- Every student should have some form of identification.
- Anytime we leave a public place, students should make sure that it is at least as clean as it was when we got there. Any problems will delay our schedule until the mess is cleaned up.
- If severe problems occur with a student, the parents will be called collect and if need be, sent home at the parents' expense.

Thanks in advance for your cooperation. The band department is an important part of the school and community. You are a large, colorful, visible, hardworking, disciplined segment of the student body. Everywhere we go we will be judged as a group, not as individuals. People will form an immediate opinion of our school and community from your actions, attitudes and behavior. Let's give them something pleasant to talk about and remember as you have always done in the past. This promises to be a great trip! The kids have worked hard this year. I am sure we all will be very proud of these fine young men and women upon their arrival back from the trip.

Musically yours,

Mr. Schwartz
Mr. Allen



RIVERSIDE HIGH SCHOOL MUSIC DEPARTMENT
DESTINATION: CHICAGO, IL: DATES: APRIL 13-15, 2025

TENTATIVE ITINERARY AS OF MARCH 6, 2025

SUNDAY, APRIL 13

- 5:15 AM Report
- 5:30 AM **(2) deluxe 56 passenger motor coaches will arrive at Riverside High School to begin loading**
- 6:00 AM Depart for **Chicago, IL**. *Please Note: Estimated drive time to Chicago, OH is 6 ½ hours without stops. Adding ½ hour for a rest stop, estimated drive time is 7 hours.*
Lunch: please bring a bagged lunch from home (we have to be on time to the show)
- 12:00 PM Arrive at the **Buckingham Memorial Fountain – Maybe time for a BRIEF photo**
(CST) **301 S Columbus Dr, Chicago, IL 60605**
- 12:15 PM Depart for the theater
- 12:30 PM Arrive at the **Cadillac Palace Theater: 151 W Randolph St, Chicago, IL 60601**
- 1:00 PM **Moulin Rouge The Musical** (*Show is 2 hours & 35 minutes including intermission*)
- 3:50 PM Board the motor coaches and depart for the Navy Pier
- 4:30 PM Visit **Navy Pier** for shopping, sightseeing, and other optional attractions at the Navy Pier (*additional costs for some attractions*) 600 East Grand Ave., Chicago, IL 60611 312-595-7437
- 6:00 PM Board coaches & depart for dinner at Giordano's in Downtown Chicago
- 6:30 PM **Dinner at Giordano's Restaurant for salad, pizza, pasta, soda. 233 West Jackson Street**
- 8:00 PM Board coaches and depart for hotel
- 8:45 PM Approximate arrival at your hotel, **Doubletree Oak Brook** for check-in.
1909 Spring Road, Oak Brook, IL 60523 (630) 472-6000
- 10:30 PM **Private Security Guard on Duty (10:30 PM-5:30 AM)**

MONDAY, APRIL 14

- 6:45 AM Wake up
- 7:30 AM **Enjoy breakfast buffet at the hotel**
- 8:30 AM Board the motor coaches and depart for **Pinstripes Chicago**
435 East Illinois Street, Chicago, IL 60611 312-527-3010
- 10:00 AM Arrive at **Pinstripes Chicago** for two hours of high tech bowling, music and videos.
- 12:00 PM Board the motor coaches and depart for Michigan Avenue
- 12:30 PM **Enjoy free time (in groups) & lunch on your own along Michigan Avenue ("Magnificent Mile") & Water Tower Place**, Chicago's seven floor shopping mall for shopping and lunch on your own. This iconic Chicago Street runs the length of Michigan Avenue from the Chicago River to Lake Shore Drive, and is the heart of the city's shopping district. Here, posh brand name stores stand alongside historic and luxury hotels and landmarks such as the Water Tower and Pumping Station, one of the few structures left standing after the Great Chicago Fire of 1871. 845 North Michigan Avenue
- 2:00 PM Board the motor coaches and depart for the Lincoln Park Zoo.



(Monday continued)

- 2:30 PM Arrive at the **Lincoln Park Zoo** - enjoy your visit!
One of the nation's oldest zoos housing 1200 animals representing 230 species.
2001 North Clark Street, Chicago, IL 312-742-2000
- 4:30 PM Board coaches and depart for Millennium Park
- 5:00 PM Visit **Millennium Park**, a sparkling downtown green space, adjacent to Grant Park, and the crown jewel of Chicago's 7,600-plus acres of parkland. Take pictures of the city's skyline dramatically reflected in sculptor Anish Kapoor's "**Cloud Gate**" sculpture (known to locals & tourists alike simply as "The Bean") and admire Frank Gehry's whimsical outdoor concert pavilion, the most sophisticated outdoor concert venue of its kind in the United States.
- 5:40 PM Board the motor coaches and depart for Dinner
- 5:50 PM Arrive back at **Pinstripes Chicago** for dinner buffet... *includes, Garden Salad, Parmesan Potato Chips, Spicy Grilled Chicken, Char-Grilled Burgers, Baked Mac & Cheese, Dessert: Ghiradelli Triple Chocolate Brownies, and Freshly Baked Goods. Beverages: Unlimited Fountain Soda*
435 East Illinois Street, Chicago, IL 60611 312-527-3010
- 7:45 PM Experience the world renowned **360 Chicago Observation Deck at the John Hancock Building**, where your journey to the 94th floor includes the Skywalk, the city's highest open-air viewing deck, along with stunning lake & city views of up to four states & 50 miles away.
875 North Michigan Avenue, Chicago, IL
- 9:00 PM Board the motor coaches and transfer to your hotel
- 9:45 PM Approximate arrival at hotel for the evening. Please get organized and prepare for the hotel check out in the morning.
-One (1) Security Guard on Duty (10:30 PM-5:30 AM)

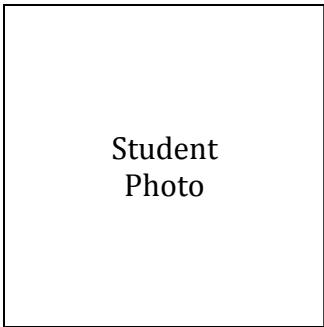
TUESDAY, APRIL 15

- 7:00 AM **Enjoy breakfast buffet at the hotel**
- 8:15 AM Check-out of hotel and load motor coach for departure
- 8:45 AM Depart for Museum of Science and Industry
- 9:30 AM Arrive at the **Griffin Museum of Science and Industry**: the largest science museum in the Western Hemisphere, It offers over 800 captivating interactive exhibits including the U-505 submarine, the only German U-Boat in the US, a working coal mine, a Boeing 727 airplane, and much, more. **5700 South Lake Shore Drive, Chicago, IL (773) 684-9844**
- 11:00 AM Enjoy the **Omnimax Movie Theater presentation: "to be announced"**
- 12:00 PM Lunch on your own at the museum
- 2:00 PM Depart for **Painesville, Ohio.**
Please note: estimated drive time to Painesville, OH is 6 1/4 hours without stops. Adding 1 1/4 hour for a dinner and brief rest stop, estimated drive time is roughly 8 1/2 hours (including the time difference). Dinner on the way home will be your own.
- 10:30 PM Approximate arrival back at **Riverside High School.**

**PRESCRIBER AND PARENT REQUEST
FOR THE ADMINISTRATION OF MEDICATION
AT SCHOOL**

(Medication Administration Record – MAR)

***** One Medication per Form *****



Student
Photo

School _____
Student _____ Grade/Rm _____

Address _____

City/State/Zip _____

Name of Medication and Dosage _____

Times of Day to be Administered _____

Number of Times/Intervals Medication is to be Administered _____

Date to Begin Medication _____ Date to End Medication _____

Adverse/Severe Reaction that Should be Reported to Physician _____

Special Instructions for Administration of Medication _____

This medication can be safely administered by non-medical personnel Yes No

It is impossible to arrange for this medication to be taken at home and, therefore, it must be administered during school hours Yes No

This student is under my care. It is not possible to arrange for this medication to be taken at home under the supervision of a parent and therefore it must be taken during school hours.

Prescriber's Printed Name Tel

Prescriber's Signature Date

Please regard my signature below as my assurance that I release _____

School, PSI, and any or all of the school's and PSI's officers or employees from any liability or damages resulting from the consequences or adverse reactions of our child's taking or failing to take this medication at the times prescribed. I also agree to keep the school informed in writing of any revision in the physician's prescription. I have had the opportunity to ask questions. They have been fully answered to my satisfaction.

Parent's Printed Name Tel

Parent's Signature Date



STUDENT PERMIT FOR SCHOOL FIELD TRIP



My child _____ has my permission to go on a trip to CHICAGO by CHARTER BUS during APRIL 13-15, 2025. MR. SCHWARTZ, MR. ALLEN, AND MRS. POJE will act as guides on this trip.

RELEASE OF RESPONSIBILITY

I agree not to hold the above named teacher(s) responsible in the event of illness or any other accident which may befall my child on this trip

_____ **Please Sign** 
Parent/Guardian Signature _____ **Date** _____

This paper must be returned if your child is to go on the above trip.

EMERGENCY INFORMATION

Please Print

Student's name _____ Grade _____ Birth Date _____
Last First
Address _____ Home Telephone _____

Where can parents be reached if not at home?

Mother's Address _____ Telephone _____ Cell _____


Father's Address _____ Telephone _____ Cell _____

List **TWO** neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

1. Name _____ Telephone _____

2. Name _____ Telephone _____

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Signature of parent/guardian _____ **Please Sign** 

Allergies _____

Other conditions _____

Local physician's name _____

Address _____

Office Telephone _____

PLEASE FILL IN ALL LINES EVEN IF NOT APPLICABLE (N/A)



Riverside High School Bands



David Schwartz, Brad Allen, Directors (440) 358-8316 585 Riverside Dr. Painesville, OH 44077

SIGN AND RETURN BY TUESDAY, APRIL 1ST

(Bus loading order is determined by the order we receive ALL forms!)

We have read, understood, accept, and will abide by the rules and regulations stated in this packet for the Riverside Bands trip to Chicago, April 13th - 15th, 2025.

Student Name (please print)

Student Signature

Parent Name (please print)

Parent Signature

Date

CHICAGO
TRIP
2025



MEDICAL AUTHORIZATION



I, _____, the parent and/or legal custodian of _____ whose date of birth is _____, do hereby grant to Mr. Schwartz, Mr. Allen, and Mrs. Poje , of Riverside High School, all reasonable and necessary decisions regarding any emergency medical and/or other necessary medical treatment required to protect and maintain the good health of my son/daughter, _____, while under the care and supervision of the aforesaid.

All third parties are hereby empowered and authorized to act upon the authorization set forth herein above to preserve the good health of my son/daughter _____.

State of Ohio)
)
County of Lake)

IT WITNESS WHEREOF:

Witness

Parent's Signature

Witness

BEFORE ME, a Notary Public in and for said county, personally appeared the above-named, _____, who acknowledged that he/she did sign the foregoing instrument and that same was his/her free act and deed.

IT WITNESS WHEREOF, I have hereunto affixed my name and official seal at _____, _____, this _____ day of _____, 2025.

Notary Public
Recorded in _____ County.
My Commission expires _____.