

METE A VALLEY HIGH SCHOOL



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Principal: Dr. Darrell Echols • Assistant Principals: Dan DeBruycker, Dr. Quynh Harvey, Laura James-Schrader • Athletic Director: Jason Ward

September 27, 2018

Dear Marching Mustang Member and Families,

It is hard to believe we are quickly approaching our performance and weekend trip to St Louis, MO!

A mandatory meeting for all student participants, parent/guardian of all student participants, and chaperones will take place on Monday, October from 4:15 – 5:15 p.m. in the Auditorium at Metea Valley High School. The meeting will serve to provide information about the tour, discuss expectations, and briefly answer questions regarding the tour.

The next pages in this attachment include all of the forms that are required to travel on this trip. Please come with these forms printed and completed to speed up the process of turning in/signing. By the conclusion of the meeting, all students/parents need to have signed and turned in all documents that are required to travel on the trip, including:

- Health Form
- Permission Form
- Substance Abuse Policy

At the meeting, we will review the following materials:

- Itinerary
- General Information
- Bus Department
- Hotel Department
- Substance Abuse Policy
- Packing List
- Dress Code
- Bus Assignments
- Room Assignments
- Remind Text signups for Participants and Parents
- Travel Tips

Please do not hesitate to contact us with questions by email (glen_schneider@ipsd.org).

Sincerely,

Glen Schneider

MVHS Field Trip Permission Slip

Name: _____ Destination: St. Louis

ID#: _____ Date of Trip: 10/12/18-10/14/18

Teacher: Schneider Leave Time: 10/12/18 Return Time: 10/14/18 10:15 pm

Student cost: _____

- All school policies will be enforced throughout the duration of the field trip.
- The student is responsible for informing their teacher(s) of their Field Trip absence before they leave for the Field Trip and completing any missed work according to the policy of the individual teacher
- Does your student have any health issues which may impact their participation in this field trip? Yes No If yes, explain:

The above student has my permission to attend the Field Trip.

Parent/Guardian Signature: _____

Emergency Phone#: _____

Student Make-Up Policy

It is the student's responsibility to *inform* their teachers of their upcoming field trip and to *obtain* and to *complete* all class work, homework, and quizzes/test missed while on a field trip. Teachers have the discretion to modify their make-up policies to meet individual needs of students and circumstances. Assignments made during the field trip will be due at a time indicated by the teacher, taking into account the amount of time other students were given to complete the assignment. Participation in co-curricular activities should not be denied or restricted because of participation in field trips.

Students should arrange with teachers the times to make-up missed quizzes/test. If a quiz/test was announced before the field trip, the student should be prepared to take the test/quiz upon his/her return to school. Students may be required to take quizzes/tests before or after school even if this arrangement conflicts with other activities (e.g., school activities, athletics, employment, etc). Students attending the field trip are required to sign below indicating their understanding of the Make-Up policy. All school rules apply to all students attending field trips including specific teacher expectations for this field trip.

Student Signature _____

Date _____



Metea Valley High School

St. Louis Tour

October 12-14

PLEASE PRINT LEGIBLY

Name:			Date of Birth:			Age:		Sex: M F		
Address:			City:			State:		Zip:		
Father's Name:				Mother's Name:						
()	()	()	()	()	()	()	()	()	()	
Home Phone		Cell Phone		Work Phone		Home Phone		Cell Phone		Work Phone
Work Place:				Work Place:						
Father's Email:				Mother's Email						
Alternate emergency contacts in the event that neither parent can be reached:										
Primary Contact Name/Relationship					Secondary Contact Name/Relationship					
()	()	()	()	()	()	()	()	()	()	
Home Phone		Cell Phone		Work Phone		Home Phone		Cell Phone		Work Phone
Medical/Insurance Information										
Physician's Name:					Phone:					
Are you covered by private health care insurance?								YES	NO	
Are you covered by primary & secondary health care insurance policies?								YES	NO	
Primary Insurance Company:					Secondary Insurance Company:					
Policy Number:					Policy Number:					
Policy Holder:					Policy Holder:					
Telephone:					Telephone:					
Do you have any health concerns at this time?								YES	NO	
If yes, please explain:										
Are you under the care of a physician for any health concerns?								YES	NO	
If yes, please explain:										
Do you have any special dietary needs?								YES	NO	
If yes, please list:										
Are you allergic to ANY FOODS?								YES	NO	
If yes, please list:										
What symptoms occur when ingested?										
Date (year) of last tetanus-diphtheria vaccine:										

NAME:

Are you allergic to ANY MEDICATIONS?	YES	NO
If so, please list:		
How do you react to these medications?		
Are you allergic to anything else such as grass, pollen, latex, etc?	YES	NO
If yes, please list:		
How do you react when exposed?		
What treatments or medications do you use to counteract these reactions?		
Do you have ANY other health related needs or restrictions?	YES	NO
If yes, please explain:		
Will you be taking any prescribed medication(s) on the tour?	YES	NO
Will you be taking/carrying any over the counter medications/herbal products?	YES	NO

Prescription Medications: Please list all that you will be taking/carrying on tour

Brand Name	Generic Name	Dose/time	Purpose	MD Name	Pharmacy	Prescription #

Over-the-Counter Medications or Herbal Products: Vitamins etc...

Brand Name	Generic Name	Dose/Time	Purpose

PERMISSION FOR EMERGENCY MEDICAL SERVICES

If an emergency situation arises during the tour, I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for myself, _____, and/or my child, _____, and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian nor alternate emergency contacts can be reached. Every effort will be made to reach parents/guardians in the event of a serious illness or injury.

Signature of Father or Legal Guardian

Date

Signature of Mother or Legal Guardian

Date

I authorize the Indian Prairie School District 204 faculty members to act in securing the necessary aid and/or transportation for the preservation of my health and/or the health of my child during any emergency situation.

Signature of Father or Legal Guardian

Date

Signature of Mother or Legal Guardian

Date

I authorize permission for my child, _____, to take the prescribed and/or over-the-counter medications listed on the Showcase of Bands Health Form.

Signature of Father or Legal Guardian

Date

Signature of Mother or Legal Guardian

Date

I authorize permission for the chaperones traveling with the Metea Valley High School Music Department to assess my child's health and administer the following medications if needed:

Please mark the permitted medications for your child, _____.

- Tylenol (Acetaminophen) for headaches, pain, discomfort
- Motrin/Advil (Ibuprofen) for menstrual cramps, any inflammatory conditions
- Benadryl for allergic reactions
- Sudafed for nasal or chest congestion
- Robitussin DM for cough
- Imodium for diarrhea
- Pepto Bismo for upset stomach
- Dramamine for motion sickness
- Throat Lozenges for sore throat
- Tums or Pepcid for antacid
- Cortisone 10 cream for any minor inflammatory skin irritations
- Neosporin (triple antibiotic ointment) for any minor skin irritations
- Antibiotics per physician protocol for mild infections of the ear, eye, skin, possible strep throat, upper respiratory infection or gastrointestinal [stomach] complications; MVHS staff will attempt to contact parent/guardian by telephone or email in these circumstances. These medications must be supplied by your physician and will be administered in conjunction with this protocol.

Signature of Father or Legal Guardian

Date

Signature of Mother or Legal Guardian

Date

Metea Valley High School

Code of Conduct and Substance Abuse

All Metea Valley High School rules as stated in the Student Handbook are in effect throughout the entire trip. Rules set forth by SIUC, museums, Six Flags, the off-site hotel, the bus company, directors, and chaperones shall apply to the entire group and will be enforced accordingly.

I understand that the policy of zero tolerance regarding substance abuse will be in effect throughout the entire tour, in accordance with Indian Prairie School District 204 policy. Specifically at no time throughout the entire trip will I consume alcohol, drugs, or smoke.

I further understand that any violation of the substance abuse policy will result in me being immediately sent home at my own and/or parent's expense.

School sanctions will be imposed and strictly enforced. There will be no discussions or negotiations!

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Signature

Date

Metea Valley High School Marching Mustangs



St. Louis Tour 2018
October 12-14

Health/Insurance Information Form

ANY STUDENT CARRYING PRESCRIPTION DRUGS MUST INCLUDE A SIGNED DOCTOR'S PERMIT WITH THE HEALTH FORM. THE COMPLETED HEALTH FORM MUST HAVE ALL MEDICATIONS TAKEN ON THE TRIP LISTED.

It is the student's responsibility to see that any medication is taken as prescribed. All tour participants are reminded to plan ahead in regards to prescription medications in order to make allowances for time-zone changes.

CRITICAL: Please make sure your medical information form is UP-TO-DATE at the time we leave on October 12. In order to provide proper guidance and care for each student, it is absolutely critical that our faculty be informed of ALL health issues and related medications. A copy of your health form will be left on file at Metea Valley for the duration of the tour. Following the tour, all medical and insurance documents will be shredded.

Luggage and Equipment

You are solely responsible for your belongings and, if applicable, Metea Valley's belongings. This includes your luggage, carry-on bag, instrument, marching uniform, etc. All suitcases, instrument cases, equipment cases, and garment bag must have an **identification tag**.

All large instrument cases, equipment, and suitcases will be loaded and unloaded from the buses by the assigned equipment crews. It is your job to get your belongings to the correct location (i.e. hotel room to bus, bus to performance, etc.).

PLEASE DO NOT UNDER ANY CIRCUMSTANCES LEAVE ANYTHING UNATTENDED DURING THE DURATION OF THE TOUR. If you bring your suitcase to the bus and the equipment crew or tour staff has not yet arrived, please do not leave it sitting in the lobby, parking lot, or sidewalk. If you need to make several trips, coordinate with someone else to remain in the area until you return. If you should see an item left unattended, at the very least, wait and see if someone returns to claim it. If necessary, carry it to where it belongs. **NO ONE IS FINISHED LOADING OR MOVING EQUIPMENT AND LUGGAGE UNTIL EVERYONE IS FINISHED LOADING AND MOVING EQUIPMENT AND LUGGAGE.** We will be able to spend more time at our destinations if everyone helps.

Luggage Requirements

In order to allow sufficient space aboard the motorcoach, each group member is limited to one suitcase. Each passenger is allowed one small carry-on piece of luggage (not including purses). All carry-on bags must fit in an overhead compartment on the bus. Be conservative in your packing. Please do not take more than you can carry. In fact, take as little as you can. Remember to leave room for items you might purchase. Each member will also be required to load their uniform/hat box onto bus.

Instrument Cases

It is imperative that all school and privately owned instrument cases be in excellent working order (i.e. sturdy/comfortable handles, functioning clasps and hinges, etc.). Do not key lock your instrument case.

Luggage/Instrument Identification

All luggage, carry-on bags, instrument cases and equipment cases should be tagged for identification.

Hotel

Hilton Garden Inn

360 Regency Park O'Fallon, IL 62269

Phone: (618) 624-4499

A curfew time will be established for each evening. All students are to be in their assigned rooms for room-check at the prescribed time. Room-check and a "lights-out" time will vary each evening depending on our itinerary and our return to the hotel. Given the demanding performance and touring schedule, you will want every available minute to sleep.

No one may leave their room, for any reason, during or after room check UNTIL 30 MINUTES PRIOR TO THE SCHEDULED BREAKFAST TIME. In the event of an overnight emergency, contact a faculty member, chaperone, or the front desk immediately.

You are responsible for all extra charges to your room for hotel services (i.e. telephone calls, TV movie rentals, mini-bar snacks, beverages, lost keys, or damaged furnishings). You should plan to NOT make phone calls from the room, rent movies, eat snacks from the mini-bar, etc.

Breakfast, Lunch, and Dinner

Attendance will taken at each breakfast, whether you plan to eat or not. This will be a meeting time when daily information (schedule changes, clothing needs, etc.) can be easily disseminated to everyone on the tour. For the sake of your health, eat something each day for breakfast, including a glass of juice or a bottle of water. **Please take note of the "Budget For" meals and the meals that are included in the tour package in order to plan accordingly.**

Marching Uniform

Black Bib Pants, Coat, Hat, Plume, Marching Shoes, Long Black Socks, White T-Shirt, Athletic Shorts

OR Color Guard Pants/Tunic, black long sleeve shirt, guard jacket, black socks, guard makeup

CLOTHING

The average temperature in the St. Louis area in October is between a high of 70 degrees and a low of 49 degrees.

In general, our apparel for the day will require "good" school clothes. Please avoid clothing with holes, tears, patches, etc. A variety of Metea-wear is highly recommended. Sloppy or offensive t-shirts/sweatshirts, baggy, torn or dirty blue jeans, bare midriff or low cut blouses/shirts, and dirty baseball caps are to be left at home. Make sure clothing is comfortable. Do not take new shoes unless they are thoroughly broken in.

Packing List

- Spending Money / Debit Card / Credit Card
- Tennis shoes for sightseeing and traveling
- Metea-wear
- Marching Band T-Shirt
- Attire for "under" the marching uniform (athletic shorts, white t-shirt, LONG black socks, etc.)
- Swim Suit
- Woodwinds: Instrument, 4-6 "concert quality" reeds, 2 new reeds, plastic or metal reed guard, cork grease, cleaning swab, and pencil.
- Brass: Instrument, valve oil, slide grease, polishing cloth, and pencil
- Percussion: All sticks, Mallets, and equipment (to be packed on October 11)
- Clothes (see What to Where When)
- Toiletries
- Prescription Medications
- Umbrella

General Packing Suggestions

1. Make sure you take clothing that is comfortable. Do not take new shoes unless they are thoroughly broken in. Do NOT forget your concert shoes.
2. Share items with your roommate in order to save on luggage space.
3. A small travel pillow and blanket may be nice for sleeping on the bus.
4. Jewelry and valuables are wonderful to own and wear, but they can be lost or stolen very easily on a trip. Do not take anything that you cannot afford or bear to lose.

What to Wear and When

Friday, October 12

- Bus Ride, Dinner, and City Museum
 - Casual Clothing (Jeans or Shorts, T-shirt or Sweatshirt)
 - Walking Shoes
 - NO clothing that is torn or missing appropriate closures (buttons/buckles)
 - NO piercings, exposed midriffs, chains, etc.
- After we get to the hotel
 - NO Pajamas worn outside of your room
 - NO clothing that is torn or missing appropriate closures (buttons/buckles)
 - NO piercings, exposed midriffs, chains, etc.

Saturday, October 13

- Marching Band Festival at SIUC
 - Put on Marching Uniform after breakfast
 - **Bring Change of Clothes for Six Flags**
- Six Flags
 - Casual Clothing (Jeans or Shorts, T-shirt or Sweatshirt)
 - Walking Shoes
 - NO clothing that is torn or missing appropriate closures (buttons/buckles)
 - NO piercings, exposed midriffs, chains, etc.
- After we get to the hotel
 - NO Pajamas worn outside of your room
 - NO clothing that is torn or missing appropriate closures (buttons/buckles)
 - NO piercings, exposed midriffs, chains, etc.

Sunday, October 14

- St. Louis Arch and Bus Ride
 - Casual Clothing (Jeans or Shorts, T-shirt or Sweatshirt)
 - Walking Shoes
 - NO clothing that is torn or missing appropriate closures (buttons/buckles)
 - NO piercings, exposed midriffs, chains, etc.

Money

Cash, ATM card or a credit card are the best options for travel. Although Traveler's Checks are replaceable if lost or stolen, many hotels and almost all local stores no longer accept Traveler's Checks.

MasterCard and Visa are widely accepted credit cards. **In order to avoid having your accounts blocked or frozen for security reasons, be sure to alert your bank and credit card company before departing that you will be using your ATM, debit, and/or credit cards in St. Louis from October 12-14.**

How much money should I bring? Please see the itinerary for meals you will need to purchase. You may consider adding to that amount if you wish to purchase souvenirs, add excursions and additional items throughout the tour.

Cell Phone

There is not a policy regarding students having a cell phone on the tour. We kindly ask that students who bring a cell phone not use it for any reason during a clinic or performance of any kind.

Photography

Plan to take a lot of pictures! To do that, you will need to plan ahead regarding recharging or replacing your camera/cell phone batteries and memory cards. Please follow rules and regulations regarding photography during tours. Metea Valley is not responsible for confiscated cameras or electronic devices by museum personnel.

Participation Guidelines

All policies and expectations governing the appearance, decorum and musical performance for the musicians of the Metea Valley High School Music Department are applicable throughout the tour. **MVHS school rules and disciplinary policies are in effect from your arrival on campus Friday morning, October 12 until you leave campus on Sunday evening, October 14.** At all times students are expected to behave in a manner that is respectful of the rights and well-being of other individuals, particularly those people who are not part of our tour and to accept the responsibility for their own decisions and actions. Any student not complying with school behavior policies and/or cooperating with the requests of a faculty member or tour staff member can expect to be disciplined. Disciplinary actions may extend upon return to Metea Valley High School. In the event of flagrant disregard of tour itinerary activities, tour personnel, or the tour participation guidelines, our combined staff may determine that such extreme behavior threatens the safe continuance of the tour, and that it is in the best of all tour participants that a student no longer continues with the tour. Following telephone contact with a parent or guardian, said student will be sent home under airline supervision at the expense of the student's legal guardian.

As specific situations arise participating students and parents must understand the staff will rely upon their collective experience and judgment in considering the unique circumstances of any incident. It is not the responsibility or desire of the staff to "police" the tour in order to catch someone at something. **Our relationship, as members of a music ensemble, is the basis on which we must all encourage, support, and demonstrate responsible decision making.**

Hotel

1. Do NOT open your hotel room door without first identifying the person on the other side of the door. Deadbolt or chain room doors overnight.
2. Do NOT leave the hotel grounds without receiving permission from a staff member. Do NOT leave your room after evening room-check for ANY REASON other than to contact a staff member or parent concerning an emergency.
3. Do NOT leave valuables such as wallets, purses, jewelry, cameras, etc. in the hotel room or on a bus in open view. At a minimum, lock valuables in your suitcase.
4. Do not under any circumstance leave your luggage, instrument or carry-on bag unattended in a hotel lobby, hotel hallway, outside by the buses, or anywhere else. Something belonging to someone will disappear. Work with your roommate to take turns watching and carrying each other's stuff. Be aware that there will be times that your luggage and instrument will be carried to and from your room by the tour or hotel staff.

Hotel Department

1. The hotel at which we are staying and the restaurants at which we are eating are very nice places. Appropriate behavior will be expected at all times.
2. Guests and employees at the hotels will expect and must receive courteous, quiet behavior from each of us at all times!
3. Excessive noise will not be tolerated under any circumstances!
4. Ladies and Gentlemen are NOT allowed in the same room at any time.
5. Prior to checking out, all students in the room are responsible for making sure the room looks as neat as it did during check-in.
6. Each member of the room is responsible for:
 - Returning the room keys at checkout
 - Make sure the room is clean
 - Double check to make sure no personal belongings are left
 - Have a chaperone check your room before leaving
7. At curfew, each student room will be checked by a chaperone for attendance and then for lights out.
8. Phone calls are not permitted from the individual rooms **because it results in an additional billing charge.**
9. Phone calls are to be made from only public telephones or from cell phones.
10. No purchase of on-demand movies or games is allowed.

Sight-Seeing

1. Stay with your guide and your tour group during excursions. Always be a part of a group of 3 or more students. Inform a staff member if you need to use a restroom while on an excursion. Do NOT leave any member of our tour alone.
2. It is your individual responsibility to be at the right place, with the right equipment, in the right apparel, at the right time.
3. Be a defensive tourist and realize that you are immediately identified as a tourist. Always be aware of who is around you. Be alert to a bump or a shove in a crowded area – it very well could be a pickpocket. Carry wallets, money, etc. in a money belt or inner jacket pocket. Keep purses and cameras under your arm or in front of you. Do NOT open your wallet or purse on the open street or in a tourist area. Be with friends when you open your wallet or purse in a crowded store.
4. If you become lost, disoriented, or in need of assistance, be very judgmental in whom you ask for help. Look for a policeman, tour guide, or another person of authority. If necessary call the hotel for assistance.

Bus

1. Be respectful and courteous to the bus drivers and chaperones at all times.
2. Remain in your seats when the bus is in motion.
3. Keep the seats, floor, and overhead compartments clean. Please throw all trash in the containers available at the front and rear of the bus.
4. Please refrain from standing on the seats, armrests, and footrests since they were not constructed to withstand your entire body weight.
5. Please notify the bus driver or chaperone if you discover any equipment defects or damage.
6. No switching of buses will be allowed.
7. Attendance will be taken each time we load the bus. Only say YOUR number while taking attendance.
8. Please do not exit the bus until instructed to do so.
9. Ladies and Gentlemen will not be allowed to sit next to one another during evening hours.

Coda

FLEXIBILITY is of utmost importance at all times. The trip has been planned with as much care, attention to detail, and troubleshooting as possible. But, as the saying goes: “The best laid plans...”

FOLLOW DIRECTIONS and/or **ASK QUESTIONS**, but do NOT assume information. The faculty and tour guides will have much more information than you need or want to know.

Each individual musician is supremely important to the ensemble. BUT, the ensemble, as a GROUP, must take precedence over the individual.

Please remember, wherever we travel your behavior represents and reflects:

You and your family

The Metea Valley Marching Mustangs

Metea Valley High School Music Department

Metea Valley High School

Indian Prairie School District 204

Aurora/Naperville

Illinois