

**OLMSTED FALLS MIDDLE SCHOOL
PARENT INFORMATION MEETING
FEBRUARY 3, 2016
7:00-7:45 PM**

- I. Welcome Mark Kurz
- II. Required Information Mark Kurz
- A. Form A: Permission (Required)
 - B. Form B: Emergency Medical Authorization (Required)
 - C. Form C: Parental Responsibility (Required)
 - D. Emergency Contact Information (Optional)
 - E. Cell Phone Use Agreement (Required)
- III. Medication Authorization Forms
- A. Due March 11
 - B. Required for any/all meds
 - C. See attached Medication Reminders flier
- IV. Parent Handbook Mark Kurz
- V. Final Parent Letter: April 5, 2016 Mark Kurz
- A. Bus & Chaperone Assignments
 - B. Last Minute Reminders
 - C. Luggage Search Confirmation Form
 - D. Student Assembly Memo
- VI. Overview of Trip Tour Representative
- VII. Questions & Answers Mark Kurz

Online payments are accepted at EZPay: www.spsezpayolmstedfalls.com.

Payment may be made tonight with Mrs. Meadows.
Use Chromebooks in back to access link to complete required information.
Thank you.

Medication Reminders for DC Trip 2015-2016

1. Use only OFCS medication forms available online or in the school office.
2. Form A is for non-prescription or over the counter medications. Must be signed by parent only.
3. Form B is for prescription medications only and must be signed by a parent and a physician.
4. If your child currently has medications in the school clinic you do not need to fill out any additional forms unless the medications must be given outside of the school hours of 8:30-3:30 PM while on the trip.
5. All medications must be in original container. Please plan in advance for a daily medication. For example, get an extra bottle from the pharmacy. This way you will have a bottle for home meds and an additional bottle for the trip.
6. All medication must be delivered to the school clinic by a parent or a responsible adult. Please do not send it in your child's back pack.
7. The School Clinic would appreciate you having all medication and forms brought to the school clinic by Friday, March 11, 2016.
8. It is extremely difficult to get the medications organized in the right containers, in the right bus to follow your child. If the clinic needs clarification on orders we will still have time to correct before the day of the trip.

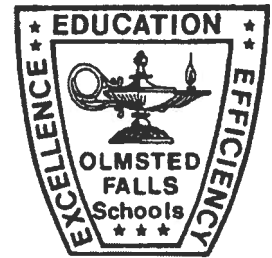
Thank you so much for your cooperation in this matter.

Olmsted Falls City School District
Olmsted Falls Middle School

27045 BAGLEY ROAD
OLMSTED FALLS, OHIO 44130-1030

(440) 427-6200
FAX (440) 427-6210

www.ofcs.net



April 5, 2016

Dear Parents of Student First Student Last (Homeroom):

The following list represents reminders and points of general information as you plan the last minute details of your child's trip to Washington DC.

1. **Your child needs to report to the middle school Cafetorium by 6:00 AM on Wednesday, April 6.** Girls will enter through the OFMS west doors (Wheel Hall) and boys will enter through the OFIS cafeteria.
2. **We will depart from the middle school promptly at 6:30 AM.** Upon your arrival to the Cafetorium, your child will need to report to their assigned area as designated by bus (#) and chaperone (Name). Signs will be posted. Once at your child's designated area, one of the chaperones will check that your child is, in fact, present. Part of the check-in procedure includes the collection of the attached Luggage Search Confirmation Form (see attached). A parent's signature verifies that your child's entire luggage has been hand checked by a parent and that no inappropriate items are packed. If the form is not signed, then one of the chaperones will conduct the hand search. Please know that any inappropriate items found in your child's luggage could cause him or her to be pulled from the trip prior to departure. Once the luggage form has either been collected or a search completed, then your child will be directed to load the appropriate bus. Once your child is on the bus, he/she needs to stay on the bus.
3. **All medications and forms were to be brought to school by March 11, 2016.** Medications must be in the original container and must be clearly labeled. Please remember that any prescription medication requires a doctor's and parent's signature on the attached form in order for school personnel to administer such medication to your child. Any over-the-counter medication needs only a parent's signature on the same attached form. The over-the-counter medication needs to be provided by parents, as well. Asthma inhalers may be kept by the student, but the appropriate signatures and form (sent home previously and available in the Main Office) must be completed and on file. If your child already has a medication form on file in the school office, then there is no need to complete another one unless there has been a change in administration times or dosage. Again, please have your child bring these items to the office as soon as possible.
4. Emergency Contingency Plans are attached and outline scenarios and appropriate strategies.
5. Your child may bring a camera and/or use his/her cell phone, and/or other electronic device to take pictures. See 6 below.
6. While your child may bring small electronic **hand-held** devices (i.e. iPads, iPods, eReaders, eBooks, DVD Players, Gameboys), PlayStation and any other similar interactive systems are not permitted under any circumstances. **Students are permitted to bring their own cell phone as per the guidelines outlined in the OFMS Washington DC Cell Phone Use Agreement, which has been signed off on by parent and student and returned to Mr. Kurz.**

7. Snacks and beverages are permitted on the busses. **Beverages must be of a twist cap nature.** Plastic bottles are the only acceptable containers, and must be able to be sealed with a cap. Cans and glass bottles are not permitted under any circumstances.
8. Chaperones will bring movies for viewing on the busses. Your child should not bring videos.
9. Hotel telephones will be turned off in the rooms. Students will be permitted to call home each night as we return to the hotel. Hotel chaperones will have cell phones available for students to use to call home or students may use their own cell phone. Your child will have an opportunity to call home from the bus while we are returning from our day of touring to the hotel, which will approximately be between 10:00-10:30 PM.
10. Mark Kurz's cell phone is 440-570-3254. Parents may call at any time and for any reason. He will be able to access our group at all times while we are on the trip.
11. The telephone number at the hotel is as follows: 703-818-0300 (Westfields Marriott Hotel, 14750 Conference Center Drive, Chantilly, Virginia 20151).
12. We will be staying in the hotel for both nights. Please remember that we depart from the hotel by 8:00 AM (Thursday) & 7:45 AM (Friday) and do not return until 10:00-10:30 PM.
13. If necessary, parents may also call the tour company as another way to contact our group. The phone number is 440-785-5672.
14. Mr. Kurz will distribute the phone tree information to those persons that volunteered and that were selected to be Phone Captains. Each Phone Captain will have 10-15 parents to contact in the event information must be communicated to all parents. **The phone tree information will be sent home to the Phone Captains only on Tuesday, April 5.** The students of those parents that will be our Phone Captains will hand deliver the phone lists to their parents. If you volunteered to be a Phone Captain and your child does not bring home a list on Tuesday, April 5, then it means that other persons were selected.
15. **Our estimated arrival time is 10:00 PM,** but exact time could vary 20-30 minutes earlier or later. You may call the following number after 9:00 PM on Friday, April 8, to check on the status of our exact time of return to OFMS: 440-427-6201. This is Mr. Kurz's voice mailbox and the greeting will be changed to identify an estimated time of arrival. We will post updated arrival time on Twitter @ofmsbulldogs, Instagram at ofmsbulldogs, Facebook at www.facebook.com/ofmsbulldogs and on our App (iTunes store and Googleplay).

We are anticipating an enjoyable and busy trip to Washington DC. Thank you for all of your support during the planning stages of this trip. Please feel free to contact me in the event you have any questions, or if you need additional clarification. My telephone number is 440-427-6201.

Sincerely,

Mark E. Kurz

Mark E. Kurz

Attachments: 1. Emergency Contingency Plans
2. Luggage Search Confirmation Form (Must be returned on April 6, 2016)

*Olmsted Falls Middle School
Washington DC Final Assembly
April 5, 2015
1:10-1:54 PM*

1. Please report to the middle school Cafetorium by 6:00 AM on Wednesday, April 6. **Girls will enter through the OFMS west hall (Wheel Hall) and boys will enter through the OFIS cafeteria.** We will depart promptly at 6:30 AM.
2. Upon your arrival to the Cafetorium:
 - a. You will need to report to your assigned area as designated by bus (Numbers 1-7) and chaperone (Adult Name).
 - b. Signs will be posted. Once at your designated area, one of the chaperones will take attendance. Part of the check-in procedure includes the collection of a Luggage Search Confirmation Form. A parent's signature verifies that your entire luggage has been hand checked by a parent and that no inappropriate items are packed. If the form is not signed, then one of the chaperones will conduct the hand search. Please know that any inappropriate items found in your luggage could cause you to be pulled from the trip prior to departure.
 - c. Once the luggage form has either been collected or a search completed, then you will be directed to load the appropriate bus.
 - d. Once you are on the bus, you need to stay on the bus.
3. School appropriate attire is the only acceptable form of dress for this trip. Remember to be prepared for the weather. Layers are best. Once we leave the hotel in the morning, we do not return until 10:30-11:00 PM. The weather does not stop us from going outside.
4. Wear a watch at all times so you know when to report back to your group.
5. You must **always** travel with at least one other person. Never go anywhere by yourself.
6. While you may bring small electronic **hand-held** devices (i.e. CD players, cassette players, Gameboys), PlayStation, Game Cube, X Box and any other similar interactive systems **are not** permitted under any circumstances.
7. Students are permitted bring their own cell phone as per the guidelines outlined in the OFMS Washington DC Cell Phone Use Agreement, which has been signed off on by parent and student and returned to Mr. Kurz.
8. Snacks and beverages are permitted on the busses. **Beverages must be in plastic containers and must be of a twist cap nature.**
9. Chaperones will bring videos for viewing on the busses.
10. Hotel telephones will be turned off in the rooms.
11. You will be able to call home each night from the bus while we are returning to the hotel. Students may use their own cell phone or a chaperone's cell phone.
12. Room chaperones will do a final check at 10:45 PM, and then will close the room door and place a piece of tape on the door. In the event an emergency occurs, students are to open their door and wait for the security guard to come to their door. If any door has broken tape, and the security guard was not made aware of the situation immediately, then this situation will be considered a serious violation of the rules for this trip and will be handled accordingly. Do not under — any circumstances — leave your room once your door had been taped unless there is an emergency.
13. Security guards have been instructed to contact Mr. Kurz in his room during the night in the event there are any issues with excessive noise or other problems. This situation is not one that will be pleasant for anyone involved.

We are anticipating an enjoyable and busy trip to Washington DC. The ultimate success of this trip is primarily dependent upon your behavior and cooperation. We fully expect that you will be on your best behavior and that you will act in a manner that is patriotic and respectful to all adults, tourists, monuments, and museums during this entire trip. There will be no tolerance for any student that acts in a manner that interferes with the success of this trip. Inappropriate behavior will be dealt with quickly and in a severe manner. You are extremely fortunate that you have this opportunity because of the behavior of previous 8th grade students. Each and everyone one of you has a tremendous responsibility to make sure that this trip continues for 8th grade students that follow you. One mistake, one error in judgment could jeopardize this trip for future 8th grade classes.

We fully expect all of you to represent yourself, your parents, your teachers, and your community in a manner that is consistent with the highest degree of citizenship, patriotism and respect. Please be sure to thank your teachers and your parents for all of their hard work in making this experience possible.

Washington DC



**OLMSTED FALLS MIDDLE SCHOOL
PROUDLY PRESENTS WASHINGTON DC
APRIL 6 - 8, 2016**

Wednesday, April 6th

- 6:00 AM Students report to school - 27045 Bagley Road Olmsted Falls, Ohio 44138
6:30 AM Depart school in route to Washington D.C. rest & meal stops will be made every 2-3 hours. (All buses @ Oakmont)
12:30 PM Lunch at Golden Corral in Frederick, Maryland (included).
2:45 PM Arrive in Washington where our first stop is Arlington Cemetery for the Tomb of the Unknown Soldier, Changing of the Guard, wreath presentation (confirmed @ 4:15 pm), the Kennedy Gravesites and the Iwo Jima Memorial.
5:15 PM Dinner at Pentagon City Food Court (included). After dinner, we visit the Pentagon Memorial.
8:00 PM Check into our hotel for a two-night stay:

Marriott Hotel Westfield's
14750 Conference Center Drive
Chantilly, Virginia 20151
703-818-0300

Private nighttime supervision is provided

Thursday, April 7th

- 6:00 AM Group wake up call.
6:30 AM Breakfast at the hotel - (included).
7:45 AM Depart the hotel for The National Museum of the Marine Corps followed by a visit to the estate of George Washington at Mount Vernon (confirmed @ Marine 9 am - 10:00 am / Mount Vernon 10:45 am - 12:30 pm - tour times start at 11:40 am).
1:30 PM Enjoy lunch at Reagan Food Court (included). After lunch, we will visit Lafayette Park for a photo opportunity at the White House and souvenir shopping. Next, we will visit the Smithsonian Museums (chaperones to decide, based on available time). Finally, we end our afternoon with a visit to the WWII, Korean, Lincoln, Vietnam, and Jefferson Memorials.
6:00 PM Group photo at the Capitol Building.
7:00 PM Board the Spirit of Mount Vernon for a student moonlight dinner cruise (included, private ship requested)
10:45 PM Return to the hotel - ***Private nighttime supervision is provided***

Friday, April 8th

- 6:00 AM Group wake up call.
6:30 AM Enjoy breakfast at the hotel - (included).
8:00 AM Depart the hotel for Gettysburg where upon arrival we have time in the visitors center followed by a guided tour of the battlefields (confirmed 6 @ 10:00 am - 11:30 am).
11:45 AM Arrive at Dobbin's House for lunch (included). After lunch we depart for Shanksville. A rest stop at the Sidling House will be made MM172
4:00 PM Arrive in Shanksville to view the Flight #93 Memorial followed by dinner, \$7 included (buses 4 - 6 Somerset / buses 1 & 2 Cranberry / bus 3 New Stanton)
6:00 PM Depart Somerset for home; a rest stop will be made at Mahoning Valley MW238.
10:00 PM Arrive back at school with many fond memories.

*****ITINERARY MAY BE ADJUSTED TO SUIT GROUP NEEDS.**

ATTRACTIONS LISTED MAY NOT ALL BE SEEN DUE TO TIME CONSTRAINTS SUCH AS LONG LINES, TRAFFIC, INCREASED SECURITY OR CLOSURES BEYOND OUR CONTROL .***

1/26/2016 V13

Nowak Tours - 1395 Barn Run Drive - Valley City OH - 44280 (877) 293-4900 - www.nowaktours.com

Olmsted Falls Middle School
Washington DC Trip
April 6-8, 2016

LUGGAGE SEARCH CONFIRMATION FORM

April 5, 2016

Dear Parent(s):

By signing below, parents certify that they have checked their child's entire luggage and are sure that no prohibited items are contained therein.

Failure to have this form with the student on the day of our trip will require that OFMS staff search your child's luggage.

Student Name (Print): _____

Parent/Guardian Signature: _____

Please be sure that your child brings this form with him/her to the OFMS Cafetorium at 6:00 AM on Wednesday, April 6, 2016. We are departing at 6:30 AM.

Please contact me in the event you have any questions or need additional clarification.

Thank you,

Mark E. Kurz

OFMS Staff Member's Signature: _____

(To be completed on April 6, 2016)