

OLMSTED FALLS MIDDLE SCHOOL
WASHINGTON DC PARENT INFORMATION MEETING
JANUARY 30, 2018
7:00-8:00 PM

I. Welcome

Mark Kurz

- A. All chaperones have been notified and have confirmed
- B. 44 Total Chaperones
 - 1. 7 Moms
 - 2. 16 Dads
 - 3. 6 Male Staff
 - 4. 15 Female Staff
- C. Staff:Student Ratio
 - 1. 1:7

II. Parent Letter

Mike Sislowksi

III. Required Information

Mike Sislowksi

- A. Form link emailed to parents on Monday, January 22, 2018
- B. Forms completed by Friday, February 2, 2018
- C. All forms completed online - Chromebooks on back tables to complete forms
 - 1. Washington DC Forms Link
 - 1. Form A: Permission (Required)
 - 2. Form B: Emergency Medical Authorization (Required)
 - 3. Form C: Parental Responsibility (Required)
 - 4. Emergency Contact Information (Optional)
 - 5. Cell Phone Use Agreement (Required)

IV. Payment Arrangements

Mark Kurz

- A. Deposit of \$50.00 is due from all students by Friday, October 6, 2017
- B. Balance is due by Friday, February 2, 2018
- C. Cost: \$495.00
- D. Check payable to Olmsted Falls Middle School
- E. Online payments, including deposit, accepted @ www.spsezpayolmstedfalls.com

V. Medication Authorization Forms

Mark Kurz

- A. Due by Friday, March 9, 2018
- B. Required for any/all meds
- C. See attached Medication Reminders

OLMSTED FALLS MIDDLE SCHOOL
WASHINGTON DC PARENT INFORMATION MEETING
JANUARY 30, 2018
7:00-8:00 PM

VI. Remind App: DC Parent Phone Chain Mike Sislowski
 A. 8th Grade Parent DC Remind Link
 1. Text - 81010
 2. Message - @dcparentph

VII. Parent Handbook Mark Kurz

VIII. Overview of Trip Nowak Tour Representative

IX. Questions & Answers Mark Kurz & Nowak
 Representative

Follow us on Twitter
www.twitter.com/ofmsbulldogs

Follow us on Instagram
www.instagram.com/ofmsbulldogs

Like us on Facebook
www.facebook.com/ofmsbulldogs

OFMS App: iTunes Store & GooglePlay

www.ofcs.net/middle
Click on social media links



www.spsezpayolmstedfalls.com

Online payments are accepted at EZPay:
www.spsezpay.com/olmsted/login.aspx

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

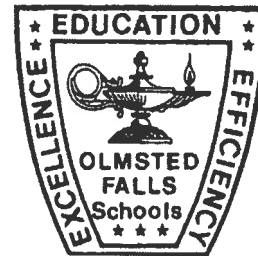
Olmsted Falls City School District

Olmsted Falls Middle School

27045 BAGLEY ROAD
OLMSTED FALLS, OHIO 44130-1898

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

www.ofcs.net



April 3, 2017

Dear Parents of Student First Student Last (STAR Teacher/Room):

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 4.** 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 9, 2018. 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 440-465-2474. 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: 301-897-9400 (Marriott Hotel, 5151 Pooks Drive, Bethesda, Maryland 20814).
12. We will be staying in the hotel for both nights. Please remember that we depart from the hotel by 7:45 AM (Thursday) & 8:00 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. Our Emergency Phone Chain will be the Remind App, which will enable Mr. Kurz to send parents text message updates and other important information while we are in Washington DC. Please go to www.remind.com/join/dcparentph to sign up to receive text notifications. You will be able to text Mr. Kurz using the Remind App, as well.
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 4, 2018)

**OLMSTED FALLS MIDDLE SCHOOL
WASHINGTON DC TRIP
APRIL 4-6, 2018**

EMERGENCY CONTINGENCY PLANS

Standard Operating Procedures

1. Jerry Nowak Travel has additional security contacts in Washington DC via his tour guide company that keep him posted on security risks in Washington DC.
2. Mark Kurz has developed a phone tree that will be initiated in the event significant information needs to be communicated to the parents of student participants.
3. Parents may call Mark Kurz's cell phone (440-465-2474) for any reason and at any time. Mark Kurz will be able to access the group at all times during the trip.
5. Monitor Homeland Security Advisory System Risk of Attack Levels.
6. We will use the Olmsted Falls Middle School web site (www.ofcs.net), our mobile App, Twitter (@ofmsbulldogs), Instagram (ofmsbulldogs), Facebook (www.facebook.com/ofmsbulldogs), and the Remind App to post information in the event of an emergency.

The basis for decisions regarding the status of our stay in Washington DC involves two primary factors. First, and foremost, will be the safety and security of our group. Second, the availability and accessibility of attractions, sites and monuments resulting from security measures that may be implemented.

Potential Scenarios & Strategies

Scenario	Strategy
Incident elsewhere in the US	<ol style="list-style-type: none"> 1. Jerry Nowak Travel secures security information from security contacts in Washington DC to assess situation and determine most appropriate course of action. 2. Mark Kurz initiates phone tree and update is provided to parents. 3. Olmsted Falls Middle School website will be updated to reflect information that is being communicated through the phone chain.
Situation occurs which necessitates group departing Washington DC on short notice: <ul style="list-style-type: none"> <input type="checkbox"/> Incident in Washington DC or <input type="checkbox"/> Homeland Security Advisory System Risk of Attack Level Raised to RED 	<ol style="list-style-type: none"> 1. Mark Kurz and Jerry Nowak communicate with each other. 2. If it is determined that a departure is necessary, Mark Kurz contacts other busses and informs them as such. 3. All busses depart Washington DC and meet at the Frederick, Maryland exit (#31) off I-270, which is approximately one hour from Washington DC. Decision is made at that point to determine most appropriate course of action. 4. Mark Kurz initiates phone tree and update is provided to parents. 5. Olmsted Falls Middle School website will be updated to reflect information that is being communicated through the phone chain.

Washington DC Final Assembly

April 3, 2018

10:30-11:10 AM

1. Please report to the middle school Cafetorium by 6:00 AM on Wednesday, April 4. **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 1-6) 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 if you do not bring a cell phone 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.

Olmsted Falls Middle School

Washington DC Trip

April 5-7, 2017

LUGGAGE SEARCH CONFIRMATION FORM

April 3, 2018

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 4, 2018. We are departing at 6:30 AM.

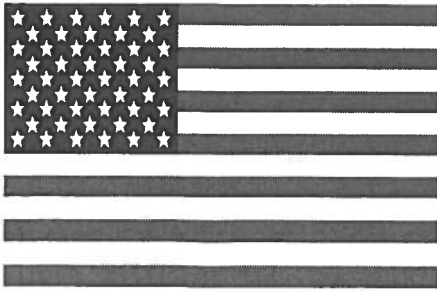
Please contact me in the event you have any questions or need additional clarification.

Thank you,

Mark E. Kurz

OFMS Staff Member's Signature: _____

(To be completed on April 4, 2018)



**Olmsted Falls Middle School
Washington DC Trip
April 4-6, 2018**



January 22, 2018

Dear Parents:

It is hard to believe the trip to Washington D.C. is just over eight weeks away! The trip will begin on Wednesday, April 4, with the return date of Friday, April 6, 2018. The cost includes a three-day, two-night stay at the Marriott Hotel (5151 Pooks Hill Road, Bethesda, Maryland, 301-897-9400), and includes all meals, admission to all sites, a dinner cruise along the Potomac River, and a panoramic group picture.

We have scheduled a parent and student meeting for **Tuesday, January 30, 2018, from 7:00-8:00 PM in the OFMS Cafetorium.** At this time a representative from Jerry Nowak Tours and Mr. Kurz will discuss the itinerary, the amount of spending money to bring, and other important information. This meeting will also be an opportunity for you to ask any questions you may have. **It is very important that at least one adult from each household attend.**

Final payment is due by February 2, and will be collected at the parent meeting on January 30. Final payment may be made by check during 8th grade lunch the week of January 29-February 2. Online payments are accepted at EZPay. The total cost of the trip is \$495.00.

The following forms will be completed online and must be completed by February 2. The forms link is below. The medication form is only due if your child will be taking medication while on the trip; it is due by Friday, March 9, 2018.

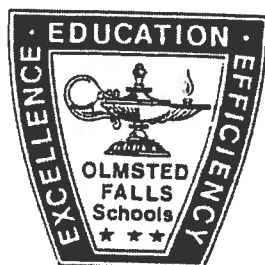
OFMS Washington DC Forms Link

Please complete the required forms online by the due date. This letter and links will be emailed to all parents on January 22, 2018.		
Form	Purpose	Due Date
Form A: Trip Permission Form	Permission for your child to participate in the trip. (Required)	February 2
Form B: Medical Release Form	Permission to obtain medical treatment if necessary. (Required)	February 2
Form C: Parental Responsibility Form	Parent and student statement accepting responsibility for transportation in the event removal from the trip is necessary because of inappropriate behavior. (Required)	February 2
Form D: Permission to Administer Tylenol Form	Permission to administer Tylenol if needed for headache, abnormal temperature and/or minor discomfort. School will provide Tylenol. (Optional)	February 2
Form E: Cell Phone Authorization & Expectations	Acknowledgement that cell phone expectations are understood and will be followed as written. (Required)	February 2
Emergency Contact Information	Emergency contact information in the event of an emergency. (Required)	February 2
Medication Form	Authorization to administer medication if needed. (Only if medication administered by staff while on trip.)	March 9
Emergency Phone Chain	Remind App Text Messages: Link - DC Parent Remind App	February 2

Please feel free to contact me at 440-427-6201, or at mkurz@ofcs.net, if you have any questions.

Sincerely,
Mark E. Kurz
Principal

MEDICATION FORMS



Please check appropriate school:

- Early Childhood Center Falls-Lenox Primary
 Intermediate Middle School High School

NON PRESCRIPTION OR OTC MEDICATION

The administration of NON prescription medication/over the counter medication requires only a parent authorization and request. All non prescription medications must be administered according to the package instructions for directions and dosage, other wise it will require a physician's signature. **Please Use Form A**

PRESCRIPTION MEDICATION

The administration of any prescription medication requires both Parent **and Physician Authorization.**
Please Use Form B

USE OF MEDICATION GUIDELINES

1. **All medication** must be delivered by a parent or responsible adult in the container provided by the pharmacy.
2. **All** medications that a student needs will be locked in the clinic or in a secure location, except for asthma inhalers and epi-pens
3. Medication forms are valid for the current school year only. Unused medication will be discarded ten (10) days after the last day of school, unless claimed by a parent.
4. All forms may be faxed or hand delivered by a responsible parent
5. Medications for chronic conditions are included in the Health Care Plan. For example: Inhalers and epi- pen authorizations are included in the asthma / allergy Health Care Plans
6. Generally, it will be the Health Care Team's responsibility to give the child his/her medication. If it is not the specified time as stated within, the Team member responsible for administering the medication will make reasonable efforts to locate the student and administer the medication, or alternatively provide the parent with notification of the missed dosage.

FORM A Request for Administration of *Non Prescription* /over the counter Medication

DATE _____ GRADE _____

STUDENT'S NAME _____
(Please Print)

TYPE OF MEDICATION _____

DOSAGE/Mg _____ TIME _____

FROM _____ TO _____
(Date) (Date)

Reasons for Medication _____

Comments or Concerns _____

I hereby request that my child, _____ be given the above medication. This medication will be given **according to package instructions**. Requests for dosages above those indicated on the package require physician authorization.

It is understood that the Board of Education of the Olmsted Falls School District, its officials, agents, and contracted employees (PSI Affiliates and employees) or any of its school personnel shall be held harmless from all liability for damages or injury, resulting from the administration of such medication.

BY SIGNING THIS AUTHORIZATION, I UNDERSTAND AND AGREE TO ABIDE BY THE OLMSTED FALLS "USE OF MEDICATIONS" ADMINISTRATIVE GUIDELINES (Described on Previous page)

Printed Name of Parent

Date

Signature of Parent

Phone No.

FORM B Request for Administration for Prescription Medication

DATE _____ GRADE _____

STUDENT'S NAME _____
(Please Print)

TYPE OF MEDICATION _____

DOSAGE/Mg _____ TIME _____

FROM _____ TO _____
(Date) (Date)

Reasons for Medication _____

Comments or Concerns _____

I hereby request that my child, _____ be given the above

Medication as Prescribed by Dr. _____

Procedure required for administration, including times or intervals at which each dosage is to be administered: _____

Any special instructions, including storage or sterility requirements: _____

Severe reactions that should be reported to the Physician _____

Severe reactions that may occur to another child for whom the medication is not prescribed, should another child receive a dose of the medication: _____

If the medication is an inhaler or epinephrine auto-injector, procedures that should be followed in the event the medication does not produce the expected relief from the student's asthma attack or anaphylaxis: _____

It is understood that the Board of Education of the Olmsted Falls School District, its officials, agents, and contracted employees (PSI Affiliates and employees) or any of its school personnel shall be held harmless from all liability for damages or injury, resulting from the administration of such medication.

BY SIGNING THIS AUTHORIZATION, I UNDERSTAND AND AGREE TO ABIDE BY THE OLMSTED FALLS "USE OF MEDICATIONS" ADMINISTRATIVE GUIDELINES (described on previous page)

Parent's printed name _____ Phone _____

Parent's Signature _____ Date _____

Physician's printed name: _____ Phone _____

Physician's Address: _____

Physician's Signature: _____ Date: _____

Medication Reminders for DC Trip 2017-2018

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 8:20-3:30 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 backpack.
7. The School Clinic would appreciate you having all medication and forms brought to the school clinic by Friday, March 9, 2018.
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.



Sign up for important updates from Mr. Kurz.

Get information for Olmsted Falls Middle School right on your phone—not on handouts.


Pick a way to receive messages for DC Parent Phone Chain 2017-2018:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/dcparentph

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @dcparentph to the number 81010.

If you're having trouble with 81010, try texting @dcparentph to (440) 373-4734.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/dcparentph on a desktop computer to sign up for email notifications.



**OLMSTED FALLS
MIDDLE SCHOOL
PARENT HANDBOOK**

**WASHINGTON, DC
APRIL 4-6, 2018**

Follow us for updates & photos:

Twitter: @ofmsbulldogs

Instagram: ofmsbulldogs

Facebook: www.facebook.com/ofmsbulldogs

Remind: www.remind.com/join/dcparentph

OFMS App
(iTunes & Googleplay)

1

Table of Contents

Table of Contents	2
Welcome	3
Hotel Information	3
Phone Numbers	3
Planning & Packing	4-5
Departure Procedures	5-6
Bus/Traveling Guidelines	7-8
General Informational Items	9
Hotel Guidelines	9-10
Hotel Arrival Guidelines: April 4	10-12
Hotel Departure: April 5	12
Hotel Check-Out: April 6	13
Packing List	14

2

Welcome

The trip to Washington D.C. should be a safe, enjoyable, and educational experience for all. To assure the greatest likelihood of success on this trip, we need the cooperation of all parties. We ask that the parents/guardians review the contents of this booklet with their child.

It is very important to understand that if a student is removed from the trip for any reason, the parent/guardian is responsible for all costs. We thank you in advance for your help. We will do everything in our power to ensure a safe and enjoyable trip for our students.

Hotel Information

Marriott Hotel
5151 Pooks Hill Road
Bethesda, Maryland 20814
301-897-9400

Private nighttime security provided

Mark Kurz's cell phone: 440-465-2474

3

Planning & Packing

1. Parents should check student's luggage and carry-on bag for prohibited items. (If found with contraband, the student may be sent home at parent's expense).
2. Please make sure your name is on your luggage and belongings. Do not bring anything valuable with you. We are not responsible for lost or stolen items.
3. If you are on medication or have any special medical condition, please be sure you have completed your medical release forms properly. Students are required to see the head chaperone on each bus to take their medication. All medication will be made available to students during the day whenever they enter or leave their bus, and at night in their Head Chaperone's hotel room.
4. Bring warm clothing and rain gear. You can always leave whatever you do not need on the bus.
5. Wear comfortable shoes and clothing. There will be a lot of walking.
6. One suitcase and possibly a duffel bag or overnight case is permitted. Never pack items in your suitcase that you will need during the tour (cell phones, cameras, money, jackets, etc.). Keep them handy!

4

7. Hotel pop machines are off limits.

8. Pictures taken through bus windows will not develop properly. Flash pictures are not permitted on the bus.

Departure Procedures

1. Students have been informed to report to the Cafetorium at 6:00 AM. We are scheduled to depart no later than 6:30 AM.

Girls will enter through OFMS west hall, and boys will enter through the OFIS cafeteria.

2. Signs will be posted on each of the six poles that are closest to the windows in the Cafetorium, indicating where each bus will gather. In each designated bus area, signs will also be posted on tables that list the chaperone's name, as well as the students assigned to that chaperone. Students are to take their luggage to this designated area.

3. Once at their assigned departure area, two chaperones from each bus will be assigned the responsibility of checking in the students and taking attendance. Each student will be given his/her name tag as a way to take attendance.

5

4. The same two bus chaperones will check for the Luggage Search Confirmation Form. If this form is completed and signed by the parent(s), then the student may take his/her luggage and board his/her respective bus. If this form is not completed and signed by the parent(s), then the student is directed to the one bus chaperone that has been assigned to do a hand check of the student's luggage. After this luggage check has been performed, then the student may board his/her respective bus.

5. At least one bus chaperone will be assigned to stand outside his/her respective bus and assist students with loading their luggage into the designated area. Once the luggage is loaded, students must board the bus and remain there until departure at 6:30 AM.

6. The Head Chaperone will be on the bus to take attendance, collect any last minute medications, and assist students to locate their seats. Students must sit with a student that is of the same gender during the entire trip.

6

Bus & Traveling Guidelines

1. The Head Chaperone is responsible for dismissing the students from the bus and permitting students back on the bus.

2. Once off the bus, chaperone groups need to assemble outside the bus and walk together to the designated area.

3. The following are bus and travel behavior guidelines and expectations for students:

A. All students are expected to listen when someone else is addressing them on the bus;

B. Name tags must be worn at all times during the entire trip;

C. Students are expected to keep their seats for the entire day;

D. Boys are expected to sit with boys, and girls are expected to sit with girls;

E. Seat partners are expected to stay the same for the entire day;

F. Seat partners are expected to tell the Head Chaperone in the event their partner is not on the bus;

G. Backpacks are to be left on the bus during the day and may only be taken off the bus when going to the hotel at the end of the day;

7

H. Pictures are not to be taken on the bus at any time;

I. Use of the restroom on the bus is for emergencies only;

J. Each time you depart the bus, take any trash up to the front of the bus for disposal;

K. All electronic devices (unless they are camera devices) must be left on the bus during the day and may only be taken off the bus when going to the hotel at the end of the day;

L. Headphones are to be removed while adults are speaking and leading us through Gettysburg and Washington DC;

M. Use an inside voice when on the bus;

N. Remain in your seat at all times when the bus is in motion;

O. Students are to enter the bus only when a chaperone is on the bus;

P. Students are to exit the bus only when directed to do so by a chaperone and only after a chaperone has exited the bus;

Q. In the event we visit any sites that may have metal detectors, students must leave chains, keys, or any other metal objects on the bus as these items will slow us down at these security checks.

8

General Informational Items

1. Hotel arrival time between 8:00-9:00 PM on April 4, and between 10:45-11:00 PM on April 5.
2. Wake up and room checks will be at 6:00 AM on Thursday and at 6:00 AM on Friday.

Hotel Guidelines

Disturbances in the hotel could result in your removal from the hotel by the hotel personnel, which would be considered a serious violation and may result in dismissal from the trip. Please obey the following rules:

1. Do not talk loudly in the halls, slam doors, open windows, pound on walls, etc. Do not disturb other guests.
2. Check your room when you enter. Make sure everything is in order (towels, television). Inform chaperones of any damages at this time so you won't be charged.

9

3. Do not leave your floor or go anywhere else without asking your chaperone for permission. Never open windows and keep drapes closed at all times.
4. Visiting from room to room is not permitted when we return to the hotel at the end of the day.
5. Telephones are not to be used at any time. The front desk monitors all phone use.
6. Do not take articles from the room (towels, washcloths, sheets, etc.). If anything is missing after checkout, the occupants of the entire room will be held responsible.
7. Always double check to make sure that your room is locked before you leave it. Make sure you have the key.

Hotel Arrival Guidelines: April 4

1. The following are hotel behavior guidelines and expectations for students:
A. Remain seated on the bus until instructed by the Head Chaperone that it is your time to check-in to the hotel.

10

Room keys will be given first to the Head Chaperones, who will then give them to the hotel chaperones.

- C. Hotel chaperones will escort their students to their rooms and give one student the key after the hotel chaperone has opened the room door and conducted a visual check of the room.
- D. Students are to let their chaperone know if they need to make a phone call home. Phone calls will be made on the way to the hotel each night using cell phones that have been brought by the chaperones or students may use their own cell phone.

- E. Room phones are not to be used by students.
- F. In the event pay-per-view TV is not turned off, it is not to be used or accessed by students for any reason.
- G. Students need to get ready for bed and be ready for lights out by 11:00 PM.
- H. Room chaperones will do a final check at 9:30 PM (April 5) and 11:00 PM (April 6), close the room door, and place a piece of tape on the outside of the door.

I. In the event an emergency occurs, students are to open their door and wait for the security guard to come to their door. Students are not to leave their room.

11

J. If any door has broken tape and the security guard was not made aware of the problem immediately, then this situation would 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 has been taped unless there is an emergency.

K. In the event there are any issues with excessive noise or other problems, security guards have been instructed to contact Mr. Kurz in his room during the night. This situation is not one that will be pleasant for anyone involved.

Hotel Departure: April 5

Hotel chaperones are responsible for waking up students at 6:00 AM. We will have breakfast at the hotel beginning at 6:30 AM.

Students need to be dressed for the day as we will not return to the hotel until 10:45-11:00 PM on April 6.

12

Hotel Check-Out: April 6

Hotel chaperones are responsible for waking up students at 6:00 AM. Breakfast will be at the hotel beginning at 6:30 AM. After breakfast hotel chaperones will be responsible for:

- A. Inspecting each room prior to departure. Check for forgotten items in drawers, in closets, and under beds.
- B. Collecting room keys after the room has been checked.
- C. Escorting students to the bus with all their luggage for the 8:00 AM departure.

Report any room problems to their Head Chaperone.

Students are not to leave their rooms to board the bus until their hotel chaperone has checked their rooms. All students from a room will be dismissed to the bus as a group.

We will be departing the hotel at 8:00 AM and will head straight to Gettysburg.

Packing List

- Tennis shoes/comfortable shoes
- Shorts
- Long pants/jeans
- Hoodie or light sweatshirt/jacket
- Long sleeve shirts
- Short sleeve shirts
- Socks
- Rain poncho/jacket
- Toothpaste and toothbrush
- Hairbrush/comb
- Shampoo
- Deodorant
- Watch
- Bag/backpack for snacks on bus
- Snacks
- Beverages (plastic bottles) with twist caps
- One luggage bag/suitcase
- Pillow/blanket/stuffed animals for bus
- Hand sanitizer/hand wipes

School dress code is in effect on the trip.

NOTES



**OLMSTED FALLS MIDDLE SCHOOL
PROUDLY PRESENTS WASHINGTON DC
APRIL 4-6, 2018**

Wednesday, April 4th

- 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 DC where our first stop will be the Iwo Jima Memorial. We will then visit the WWII, Korean, Lincoln, Vietnam Memorials.
5:15 pm Dinner at Pentagon City Food Court (included). After dinner, we will visit the Pentagon Memorial.
8:00 pm Check into our hotel for a two-night stay:

Westfields Marriott Hotel
5151 Pooks Hill Road
Bethesda, Maryland 20814
301-897-9400

Private nighttime supervision is provided

Thursday, April 5th

- 6:00 am Group wake up call.
6:30 am Breakfast at the hotel (included).
7:45 am Depart the hotel for a visit to Lafayette Park for a photo opportunity at the White House and souvenir shopping. Next, we will visit to the Jefferson Memorial. We will then take a group photo at the Grant Statue (confirmed for 10:45 am), which will be followed by a Capitol Tour (requested for 11:50 am). Next, we will walk around Capitol Hill, by the Library of Congress, and Supreme Court.
1:30 pm Enjoy lunch at Reagan Food Court (included). After lunch, we will have time to visit the Smithsonian Museums (chaperones to choose 2 museums). We will end our afternoon with a visit to Arlington Cemetery for the Tomb of the Unknown Soldier, the Kennedy Gravesites, and the Changing of the Guard (wreath presentation confirmed @ 6:15 pm).
7:15 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 6th

- 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 7 @ 10:00 am – 11:00 am*).
11:15 pm Arrive at Dobbin House for lunch (included). After lunch, we depart for Shanksville. A rest stop at Sidling Hill will be made MM 172.
3:30 pm Arrive in Shanksville to view the Flight #93 Memorial followed by dinner, \$9.00 (included). Buses 4-6 @ Somerset, Buses 1 & 2 @ Cranberry, and Bus 3 & 7 @ New Stanton.
6:00 pm Depart Somerset for home; a rest stop will be made at Mahoning Valley (MM 238).
10:00 pm Arrive back at school with many fond memories.

*****ITINERARY IN WASHINGTON 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 .***

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