

Washington D.C. Trip

Heath Middle School

Trip Date
November 17-20, 2020

Trip Handbook

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*Receive reminders & info *before* the trip and pictures and updates *during* the trip!*

IMPORTANT DATES & PAYMENT SCHEDULE

- **January 31, 2020:** First payment (\$100) (mandatory--this money will reserve a spot for your student) **AND** all paperwork is due.
- **February 28, 2020:** Second payment (\$100) is due.
- **March 20, 2020:** Third payment (\$100) is due.
- **April 24, 2020:** Fourth payment (\$100) is due.
- **May 18, 2020:** Fifth and final payment (\$100) is due.
- **September 11, 2020:** Medical Forms are due.
- **November 5, 2020:** Mandatory final parent/guardian and student meeting for those going on the trip. This meeting will take place at **6:00 pm** in the Heath High School cafeteria.

Please send a **check or money order** with your student. **Cash will not and cannot be accepted.** Checks and money orders should be made payable to **Heath City Schools.**

Payments should be given to **Miss Boyden** or **Mrs. Schuh.** Once payments have been recorded, **Mr. August** will write and send a receipt home with students. Please allow about 2-3 weeks for your check to clear and a receipt to be sent home with your student.

Please write your student's name on the memo line.



*****Please note: The total cost of the trip is \$500.00. This includes the cost of the hotel, all meals, bus costs, and admission to various activities. The only expense beyond the \$500 is the cost of any souvenirs your child may wish to purchase.***

What time do I leave?

The buses will leave Heath Middle School at **5:45 a.m.** Tuesday morning (November 17th). Please be in your seat by 5:41 a.m. or we may be forced to leave without you. ☹️ When you arrive, please check in with your chaperone and stay near the buses. You may have **one** suitcase and you may also bring **one** carry-on bag. The carry-on bag should be about the size of a backpack.

Where will I be staying?

Holiday Inn Germantown (3 nights)
20260 Goldenrod Lane
Germantown, Maryland 20876 (a suburb 25 minutes north of DC)
(301) 428-1300

How much money should I take with me?

You do not **HAVE** to take any money; however, you will need money for souvenirs if you want to purchase them. We suggest that you bring approximately \$60.00 for these expenses.

When will I return?

We will arrive at Heath Middle School at approximately 11:30 pm Friday, November 20th. If the buses are off schedule by one-half hour or more, a District All-Call message will be sent out.

How can my parents/guardians contact me?

Please try to limit phone calls and texting to evening hours (after 8:30 p.m.) when students are back at the hotel or before 8:45 a.m. We are asking that students not use their cell phones (for calls or texting) during the hours of 8:45 a.m. -8:30 p.m. There will be times students will be told to turn their phones off.

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FOR EMERGENCIES: contact Mrs. Myers or Mr. Russell, Mrs. Thomas, Ms. Evans-Miller, Miss Boyden, or Mrs. Schuh.

What about the school I miss on Tues., Wed., Thurs., & Fri.?

School will be in session while we are gone. You will not be marked absent on those days because you are on a school trip. There will be a DC reflection assignment connected to the trip. Students do **NOT** have to complete this assignment during the trip. We will provide time at school for this assignment.

What about my stuff?

Tape or tie a luggage tag to the outside of your suitcase. Students are responsible for their belongings. Do not leave valuables unattended on the bus or in the hotel. Chaperones are not responsible for lost or stolen items. Put your name on EVERYTHING! Please see the packing list included in this packet.

What are my responsibilities on this trip?

Everyone wants this trip to be FUN 😊. All it takes is cooperation and consideration. Remember--at all times this is a school function, so all school rules apply. Students are expected to follow directions and procedures at all times. **All of the rules have been established to ensure the safety and well-being of every student. That is our main concern.** Our other concern is for the people around us. We are representing Heath City Schools, and we want to be proud of our students.

Students can be sent home for inappropriate behavior. If an incident arises, parents will be contacted. **If a student is escorted home before the end of the trip, the parents are required to pay for all necessary expenses. Trip money cannot be refunded.**

Electronics:

Students are permitted to bring their devices on the trip. They are still expected to follow the Acceptable Use policy. Different locations have different expectations, so students will be expected to follow each location's policy.

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On the bus:

Students must remain seated at all times. You may talk to your neighbors or use electronic devices (with headphones) as long as they are not disruptive to others. Students may take pictures on the bus, but no flashes can be used. While touring, electronic devices will be turned off.

You may use a blanket and a pillow on the bus. Snacks are allowed on the bus. Bottled water (must have a screw on cap) is allowed, **but all other drinks are not permitted**. Trash bags are provided for disposal of wrappers and such items. We cannot use the restroom on the bus, but will stop often for breaks.

Be cooperative and quiet during roll call. Chaperones will want to make sure they have not forgotten you.

In the hotel:

While in the hotel, you will be permitted in your room only! Other students' rooms and other parts of the hotel are off-limits. You will be given about ten minutes each night after arriving at the hotel to get settled in your room for the night. If you are given permission to leave your room, you **must have a buddy** with you. Hotel phones may only be used to call chaperone hotel rooms. You may not call the rooms of other students.

Chaperones will make frequent room checks during the night. A school chaperone/security guard will monitor the halls during the night. You must stay in your room with the door locked at all times. **Remember that there are other guests in the hotel.** Music, television, and talking must not be loud. Do not jump on the beds. At lights out, you are expected to go to sleep. You will need as much rest as possible because we have very long and busy days.

Students need to ask "who is it?" anytime they receive a knock at their door (seriously, you do) and then should check the peep hole to be sure they know the individual. If the person knocking on your door is not a member of our trip, then you need to call your chaperone immediately to let them know. **DO NOT OPEN YOUR DOOR! Doors may not be propped open by objects on the floor or by the lock bar inside!!!!!!!**

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Students may not order room service, pay-per-view channels or video games. Your chaperone will make a wake-up call to your room each morning. You must be out of bed when this call is received.

Students **MUST** shower once every 24 hours. Students are encouraged to split the shower use between the room (2 shower in the evening and 2 in the morning). This is a very important matter. You don't want to be the stinky kid!

You will have to pay for any damages to your room!

While touring:

Be polite and considerate of others. Listen to the tour guides or any other people giving you information or instructions. There will be times when you are told to turn your phone off. Not following instructions may cost you the use of your phone for the rest of the day.

Use the **"buddy system"**. Do not wander off alone. **ALWAYS STAY WITH THE GROUP. YOU WILL NOT BE PERMITTED TO TOUR ON YOUR OWN!** Do not stop to buy food/souvenirs or use the restroom/get a drink without permission. Be patient, sometimes you will just have to "hurry up and wait".

Be respectful. At some sights, hats are not permitted. Pay attention to the touring information given to you on the bus. Photographs may be prohibited at some sites.

*Documents that need signed
and returned to any 8th Grade
Teacher*

- Permission Form (due January 31st)
- Medication Forms (due by September 11th)

***one medication form is needed for EACH medication (including: Tylenol, Ibuprofen, Dramamine, prescription meds, inhalers, etc.).
(Feel free to make copies.)**

WASHINGTON D.C. PERMISSION FORM

Student's Name:

Last: _____ First: _____

Student's Cell Phone Number:

Parent/Guardian name(s):

Address:

Home Phone: _____

Cell Phone: _____

I hereby give permission for my student, _____, to attend the Washington D.C. trip sponsored by Heath Middle School on November 17-20, 2020. If a severe discipline problem arises and administration determines it is necessary, my student will be sent home at my expense. This will include wiring money for transportation back to Heath. I understand this discipline policy and accept responsibility for returning my student to Heath Middle School once it is deemed necessary.

Parent/Guardian Signature

Date

HEATH CITY SCHOOLS
PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF MEDICATION
BY SCHOOL PERSONNEL

PART A: TO BE COMPLETED BY THE PHYSICIAN

(Name of Student) (Address)

is under my care and should receive _____
(Name of drug, dosage, and route)

at the following time(s) _____

Specific instructions for administration _____

Possible side effects to watch for _____

(Date administration is to begin)

(Date administration is to cease)

(Physician's Signature)

(Physician's Name Printed)

(Physician's Phone Number and Address)

PART B: TO BE COMPLETED BY THE PARENTS OR GUARDIANS

I request authorized school personnel to follow the medical instructions requested in PART A. I agree to see that the medication is delivered to the school; to notify the school if there is a change in physician; to notify the school if medication, dosage, or procedure is changed or discontinued. I give my consent to the physician, school nurse or their designees to send and/or receive information related to my child's health as they deem appropriate for the duration of this order as noted above.

DATE _____ SIGNATURE _____
(Parent or Guardian)

Required by Ohio Revised Code 3313.203, 3313.56, 3313.671, 3313.712, 3313.713

Please Note: Both sections of this form must be completed before any medication can be given at school.