

Kirtland Middle School

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www.kirtlandschools.org

September 2022

8th Grade Parents and Students:

We are excited to announce the trip to Washington D. C. and Gettysburg will return for our current 8th grade students in May 2023!

Dates of the Trip:

The Washington D.C. Trip is **Tuesday, May 16th through Friday May 19, 2023**. We hope that all of our eighth graders are able to participate in this worthwhile educational trip.

Director and Chaperones:

Please contact Ms. Grunenberg, our 8th Grade trip director, with questions. Nowak Tour and Travel of Valley City, Ohio will be coordinating our activities in Washington D.C., providing hotel security, and tour buses for us. The trip will be chaperoned by KMS staff members.

Cost of the Trip:

The cost of the trip will be **\$700** this year. Due to the uncertainty of fuel costs, this price may increase slightly. This cost includes admission, lodging, insurance, and ten (10) meals. A *non-refundable deposit of at least \$100 is due by **Friday, October 21, 2022*** with the balance of the trip cost due on **Friday, March 24, 2023**.

Deposit:

In order to secure reservations for some of the activities and the cost of the trip, we must know how many children plan to go on this trip. We ask that you complete Final Forms by **Friday October 21, 2022**. If you would like to start paying for the trip in smaller amounts to help your budget, you may send any amount at any time prior to the indicated deadlines. Please make out the checks to the **Kirtland Board of Education** and make sure it is **clearly marked with your child's name**. All money should be given directly to Ms. Grunenberg.

Trip Insurance:

Trip insurance will be offered through Travel Insurance International. Trip insurance allows you to get a refund in the case your student is unable to participate. There also is an option to cancel for any reason (CFAR). Please use [this link](#) for the Washington D.C. trip to apply and pay for the insurance.

Financial Assistance:

In addition, an application for financial assistance is included with this letter. The information on this application is confidential, and no child will know who is getting help. Please return this application in a sealed envelope to Mr. Amstutz by **Friday October 21, 2022**. Participation in a fundraiser will be required.

Fundraisers:

We would like to see all students have this opportunity to go on this trip. We realize that this can be a financial burden, so there will be fundraisers throughout the year in order to defray the costs. The first Charleston Wrap fundraiser will begin September 16, 2022. Each student that sells these items will have a percentage of their profits deducted from their trip. There will be another fundraising opportunity in January.

Behavior Expectations:

Please be aware that students must follow the student handbook to be eligible to participate in the Washington Tour. According to our student handbook:

Rule 29 - Denial of Privilege- Students who are disciplined at any time during the school year may not be eligible to attend certain events/activities throughout the school year (i.e. extracurricular activities, after school activities, class trips/camp, etc.) As a general rule, students with 3 office referrals, 2 or more In-School Restrictions/Saturday Schools, &/or 1 Out of School Suspension will be excluded. Students may also be excluded at the discretion of the principal if reasoning aside from that stated above justifies such exclusion.

Medication:

Medication will be turned into the office before the trip and be administered by the trip nurse. All medications must be in the original container labeled with the student's name. Forms will be completed in the spring.

Luggage:

Students will be allowed to bring one suitcase and one carry on for the bus. Further details about supervised luggage dropoff will be provided in the spring.

Dress Code:

Appropriate dress code is an important part of the trip as we are a representation of Kirtland Local Schools while we are touring D.C. **as in accordance with Rule 23 in the Student Handbook:** *Conventional school clothes, properly fitted, and in good taste, are the right clothes to wear at Kirtland Local Schools. Items not permitted include, but not limited to: extremely short shorts, short skirts, etc., visible midriffs, low cut tops, clothing having inappropriate wording, depicts violence, sex, drugs, or tobacco products, clothing that can be considered for bed (pajamaslike clothing), revealed undergarments, etc. Hats and book bags are not permitted unless provided permission from the principal. Final determination of what is appropriate is at the discretion of the administration.*

Electronic Usage:

- Students have permission to have their cell phone on their person(s) at all times when using it in accordance with school policy.
- Students may not talk on their cell phone, text or use social media during presentations or exhibit tours.
- Cell phones may be used to check-in with parents when the time is appropriate.
- At times, students may be asked to put away their cell phone for an extended period of time due to trip circumstances.

- Staff members on tour have the right to confiscate phones for any of the following reasons, including but not limited to:
 - Taking inappropriate pictures
 - Taking pictures of others without their permission
 - Making prank calls
 - Making videos (i.e. TikToks, Facebook Live, etc.) **at inappropriate times/settings**
 - Using social media inappropriately
 - Texting or calling anyone in a manner that may reflect harassment or horseplay

Consequences regarding cell phone misuse will be handled in accordance with Kirtland Middle School's cell phone policy:

Students are required to turn electronic communication devices over to school personnel when requested. Students who refuse to do so have committed insubordination and shall be subject to disciplinary action including but not limited to removal from class or other school activities, in school restriction and out of school suspensions, regardless of whether they have any prior offenses.

Buses:

Emergency bus procedures and evacuation plans will be explained at the beginning of the tour.

1. Do not distract the bus drivers. This includes flashes from cameras, loud music, yelling, or walking while the bus is moving.
2. There will be assigned seats during the tour. Please remain in those seats for the entirety of the trip.
3. Stay seated while the bus is moving. If you need something from the luggage rack, ask a teacher to get it for you or wait until the bus stops.
4. The restroom on the bus is for emergency use only. You must have a teacher's permission to use it.
5. Candy and snacks are allowed (no nuts).
6. Water ONLY will be permitted on the bus. You will receive a water bottle upon entering the bus. Please do **NOT** bring your own.
7. You must wear headphones if listening to music etc. Please be sure that your music is at a level that is not distracting to others.

Hotel:

1. Each group is expected to stay in their assigned room.
2. A security guard will be on duty each night. If you need to contact a chaperone, there will be an emergency number to use.
3. Hotel rooms will be checked before we leave. They must be neat. Any damage will be charged to the occupants of the room.

Museums and Restaurants:

1. Stay with your group. Don't go anywhere alone.
2. Don't handle artifacts within the exhibits or monuments.
3. Be courteous when you are being spoken to by a guide or staff member.
4. We will be following a close schedule. Time for buying souvenirs or refreshments will be limited.
5. No gum or candy will be permitted in museums or restaurants.
6. Proper table manners will be expected.