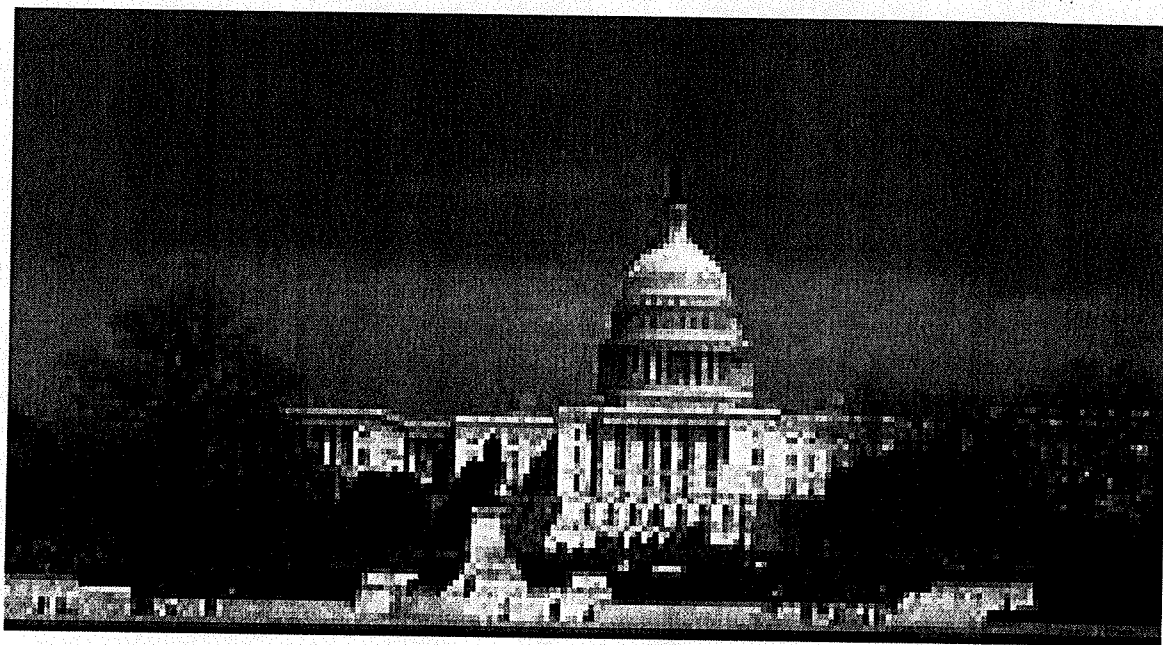


**MADISON MIDDLE SCHOOL
8TH GRADE STUDENT TRIP TO
WASHINGTON D.C.**

MAY 6th - 8th , 2024



IN PARTNERSHIP WITH



Bob Rogers Travel

Making Moments That Matter

**Parent/Student Information Meeting:
Tuesday, August 15th, 7:00pm
Middle School Auditoria**

Notes:

AGENDA

I. Introduction *(5 minutes)*

- Purpose of Trip
- Chaperones
- Bob Rogers Tour Company

II. Trip Overview *(9 minutes)*

- Expectations
- Cost, Registration, Payment Schedule
- Availability
- Eligibility
- Insurance

III. Fundraising *(5 minutes)*

- Group benefit
- Marcos Pizza Nights

IV. Trip Itinerary *(10 minutes)*

- Bob Rogers Tour Company
- Security
- Sites, Ceremonies, Memorials

V. What To Do Next *(1 minute)*

- Register your information for future payments by September 14th -
Sign and return student/parent agreement to student's Social Studies teacher
- Sign up on Remind (texts) to receive future information/messages

MADISON MIDDLE SCHOOL

Grades 5-8

1419 GRACE ST. MANSFIELD, OHIO 44905

PHONE NO. (419) 522-0471

FAX NO. (419) 522-1463

Jordan Nelson, Principal

Andrew Kepple, Assistant Principal/Athletic Director

Bruce Gibson, Assistant Principal

Monique Eberst & Jessica Rush, Guidance Counselors

Amy Childs, Secretary

Gretchen Davis, Secretary

Tera Herr, Secretary



Dear Eighth Grade Parents:

In the spring of 2024, Madison eighth grade students will have the opportunity to participate in an overnight field trip to Washington, D.C. The purpose of the trip is to bring to life lessons already taught in classrooms of Madison Middle School. This particular trip would coincide and provide relevance with board adopted course standards in 8th grade Social Studies. The three day, two night trip will feature visits to museums and historic sites such as the Capital Building and other notable facilities. In addition, we will also have the chance to view important historical documents including the Declaration of Independence, Constitution, and the Emancipation Proclamation at the National Archives. For this trip we will be continuing to use the Bob Rogers Tour Company. They are a reputable organization that is fully insured.

Chaperones

Five Madison Middle School staff members will be chaperoning which will include Mr. Boyd, Mr. Lord, Mr. Nelson, and two other staff members.

Cost

The cost covers transportation, lodging, most meals, and other expenses. In addition, students are encouraged to bring money for snacks and pocket money to purchase souvenirs.

*Quad Occupancy - \$735

Payment Schedule:

Register by September 14th

9/28 - Payment 1 = 140\$ 2/9 Payment 3 = 150\$

11/23 - Payment 2 = 150\$ 3/22 Payment Final Balance = \$

**Parents may purchase payment insurance in the event that a student needs to cancel their trip after payments have been made. In that case, up to 75% of payments made can be returned to the family.*

Availability

Currently, our tour package is for 50 students. After the first 50 students have registered online, the additional families that complete their agreement and register online will be put on a waiting list. When enough students are on the waiting list to warrant allocating another bus without inflating tour costs, we will then be able to include their participation on the trip. It is not recommended to pay the entire cost of the trip in one payment. The final balance payment will have any fundraising deductions taken off which will lead to the cost of the trip being less than \$690.

Security

The school reserves the right to inspect the contents of student luggage. Each piece of luggage will be inspected prior to departure on Wednesday morning. Also, the Hotel/Bob Rogers Tour Company will provide security guards overnight from 10pm-6am.

To commit to attending the Madison Middle School Washington, D.C. trip:

Parents must complete the attached forms and return them to their children's social studies teachers. It is likely a child will not be able to participate if the deadline is missed, or if there is no more availability.

- 1) Register online for payments (see instruction form in packet)
- 2) Sign and turn in Parent/Student Agreement to students' 8th grade Social Studies Teacher
- 3) Sign up to be on the text list for Madison 8th Grade Washington D.C. Trip (see instruction form in packet)
- 4) Emergency Medical Form/Medication Administration Form- An updated Emergency Medical Form will be needed. If your child may require medication the Medication Administration Form will also need to be completed. These forms will be distributed to trip participants in the Spring.

PARENT/STUDENT AGREEMENT

(Sign at bottom and turn in to student's 8th grade Social Studies Teacher)

Requirements for Madison Middle School 8th Grade Washington, D.C. Trip-May 6th-8th, 2024

1. No **OUT OF SCHOOL SUSPENSION (OSS)** for the 2023-2024 school year up until the day of departure.
2. No more than **TWO** days of **IN SCHOOL DETENTION** for the 2023-2024 school year up until the day of departure.
3. **ALL** school fees must be **PAID IN FULL** for the 2023-2024 school year up until the day of departure.
4. Students must have attained a minimum of 75% (Year to date) average in **IN THEIR ELA, MATH, SCIENCE, AND SOCIAL STUDIES CLASSES** for the 2023-2024 school year up until the day of departure.
5. Student may be denied participation at the discretion of the building administrators for any other offense that violates the Madison Middle School Student Code of Conduct.
6. Parents may purchase payment insurance in the event that a student was denied participation for any of the reasons above or any other reason at the discretion of the principal after payments have been made. In this case, 75% of payments made can be returned to the family.

Guidelines for Student Behavior on the Trip

1. Each student must conduct her/himself in a mature, well-behaved manner and must obey all directions from the chaperones.
2. The Madison Middle School Student Code of Conduct is in effect for the entire trip. Any violation of either the conduct code or guidelines and instructions for and during this trip may subject the student to disciplinary action and/or an immediate telephone call from the school official attending the trip to parents/guardians to remove the student from the trip.
3. Students **MUST** dress in appropriate clothing as outlined in the student handbook.
4. The students must remain with their chaperone when assigned.
5. The school administration advises parents/guardians and students that all student possessions and luggage are subject to search; behavior incidents involving the possession/use of a weapon or the possession/evidence of consumption/use of any form of tobacco (including any type or brand of E-cigarette or vapor cigarette), alcoholic beverage, non-authorized trip medications or any other controlled dangerous substance will result in an immediate telephone call from the administrator in charge to parents/guardians to remove the student from the trip and appropriate disciplinary action upon return to school.
6. Student may not visit other rooms. Additionally, no boys are ever allowed in girls' room; no girls are ever allowed in boys' rooms.
7. Students must make telephone calls from a cellular phone, not from hotel phones. Any inappropriate (inappropriate pictures, messaging) or misuse (restricted areas) of personal communication devices will result in the device being confiscated and subject the student to disciplinary action and/or an immediate telephone call from the school official attending the trip to parents/guardians to remove the student from the trip.
8. Chaperones will check all rooms before curfew. Students may not leave their rooms after lights out.

Washington, D.C. Trip Parent Agreement

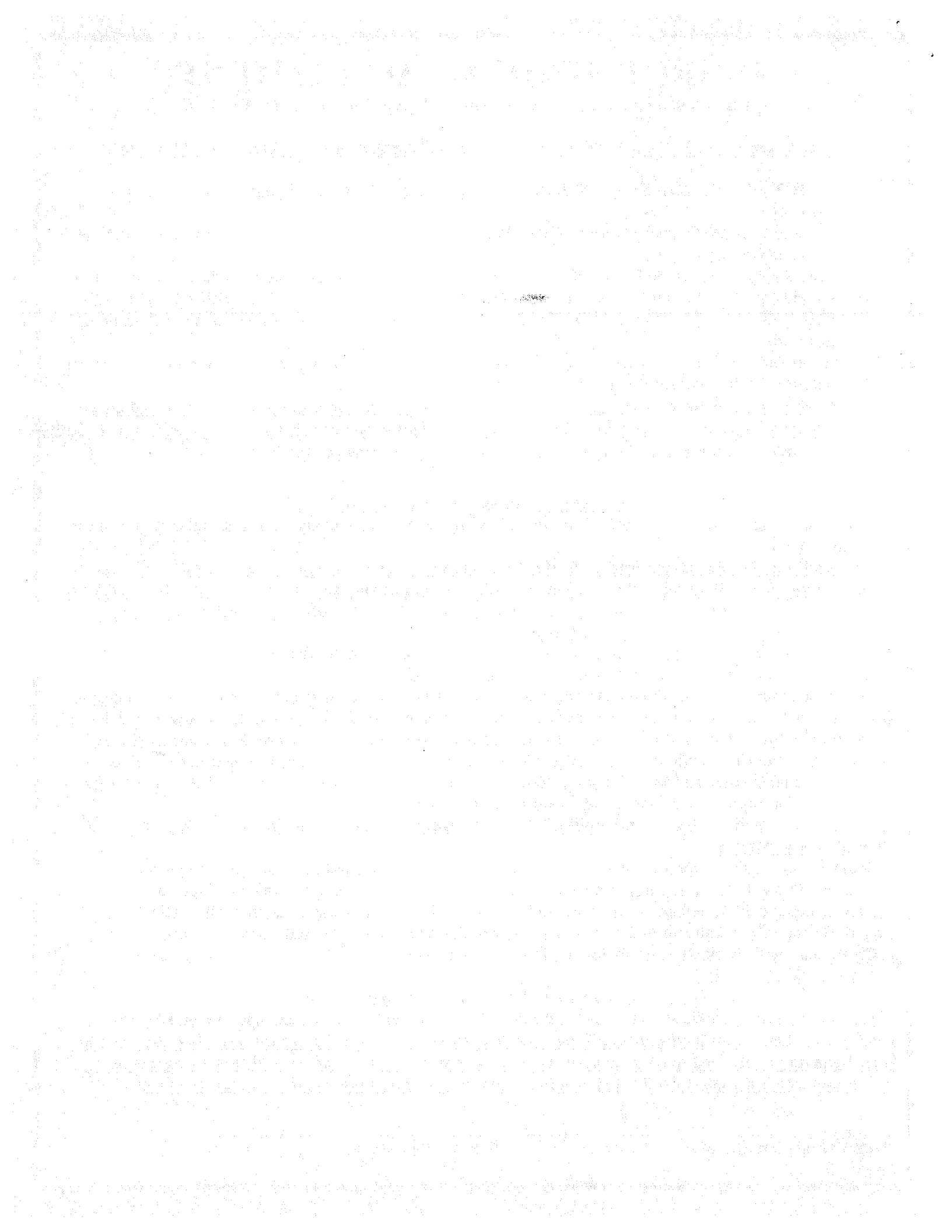
I understand these guidelines, I have made certain that my child understands them, and I require my child to comply with them. I understand that if my child needs to return home before the end of the trip due to their behavior I will need to pick them up at my own expense. I also understand that all payments are nonrefundable if my child needs to return home before the end of the trip due to their behavior.

Parent/Guardian Signature

Date

Student Signature

Date





Bob Rogers Travel

TRIP CODE
MADISONMS24

BRT PAYMENTS

We are excited your group is traveling with us!
Below is some information regarding registering and paying for your trip.

Group Name	Madison Middle School	Destination	Washington DC
Group Leader	Principal Jordan Nelson	Trip Dates	May 6-8, 2024

All package costs are based on projected participation and occupancy, and are subject to change.

Participant Type	Trip Price & Occupancy
Student	\$735.00 (all students in quad occupancy)

Registration Link	https://bobrogerstravel.grcoll.co/go/madisonms24
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Payment Details	Due Date	Amount Due
Registration Deadline	September 14, 2023	---
Deposit + Insurance Premium (if selected)	September 28, 2023	\$140.00 + Insurance Premium (if selected) per traveler
Payment #2	November 21, 2023	\$150.00 per traveler
Payment #3	February 15, 2024	\$150.00 per traveler
Payment #4	March 14, 2024	Remaining Balance

Travelers are expected to be up-to-date with payments according to the schedule above in order to maintain a spot on the trip.



CANCELLATION POLICY

All money and fees paid to Bob Rogers Travel prior to cancellation are non-refundable. No refunds or credits will be issued for a canceled traveler without the additional purchase of travel protection. All cancellations must be confirmed via email by Bob Rogers Travel. **No refunds or credits will be issued for a cancelled participant without the purchase of travel protection.**

BRT PAYMENTS

INSTRUCTIONS

STEP 1

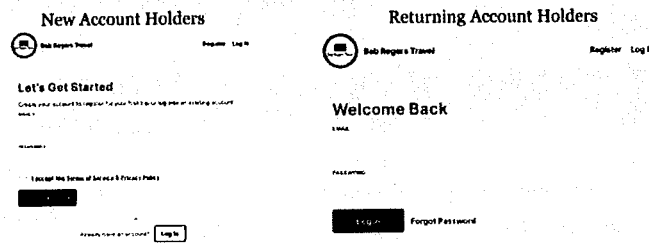
Option 1 (Registration Link)

- Follow the registration link on page 1 and click "Register for this Trip"



Option 2 (Trip Code)

- www.brtpayments.com to begin the registration process.
- Click 'Register' and create an account by entering your email address and desired password, accept the Terms of Service and Privacy Policy by clicking the checkbox and click 'Create Account'
- If you are a returning user, select 'Log In' in the right-hand corner and enter your email and password to access your existing account. You'll be prompted to select an existing trip or enter a new trip code (found in the top right corner of these instructions).



STEP 2: To reserve your spot you must:

- Complete all of the required information by clicking "Add Missing Info" (including personal info, medical info, package type, insurance selection, BRT Terms and Conditions and emergency contact)
- Save a form of payment (either a credit/debit card or bank information).

A partial registration, or a registration without saving a form of payment does not reserve your spot.

STEP 3: Return to pay your deposit on or before the deposit due date (you can also pay at the same time as registration).

- All future notifications will come via email. (Check junk/spam folder if emails are not received.)
- If you need to register additional travelers, please login using your email and password, then click on the trip that you'd like to register additional passengers for and select "Add More Passengers".



Bob Rogers Travel

TRIP CODE
MADISONMS24

BRT PAYMENTS

Information About Trip Protection Options

All payments made to Bob Rogers Travel are non-refundable without the purchase of additional trip protection, which is available during the registration process.

Bob Rogers Travel highly recommends you purchase the "Enhanced" plan, as it includes a **Cancel For Any Reason** provision. This allows you to cancel for any reason and receive a 75% refund.

Covered Cancellation Reasons

Standard Protection	Enhanced Protection
<p>Only covered reasons as outlined in the <u>Plan Document</u> available at: https://bit.ly/3fijeiz</p>	<p>Any reason up until 48 hours prior to departure, including:</p> <ul style="list-style-type: none"> • Poor Grades • Disciplinary Issues • Moving to a new school • Scared to travel • COVID-19 Concerns • Illness of a non-traveling friend or family member

Please note that all insurance policies are sold by TripMate, Inc. not Bob Rogers Travel. All claims decisions are at the sole discretion of TripMate, and Bob Rogers Travel has no influence over the outcome. For further question regarding travel protection options, please contact TripMate at 844-777-6856.

Thank you for choosing Bob Rogers Travel!
Questions? Email: travelersupport@bobrogerstravel.com
 We look forward to helping you create lasting memories!



MADISON MIDDLE SCHOOL – 8th GRADE CLASS TOUR
MR. JORDAN NELSON, PRINCIPAL
DESTINATION: WASHINGTON, D.C.
DATES: MAY 6-8, 2024

SUGGESTED ITINERARY
AS OF JULY 26, 2023

MONDAY, MAY 6

- 5:45 AM **56 passenger, deluxe coach will arrive at Madison M.S. to begin loading:**
1419 Grace Street, Mansfield, OH 44905
- 6:00 AM **Depart for Washington, DC.** *Please Note: Estimated drive time to WDC is 6 ¾ hours without stops. Adding 1 ½ hrs. for lunch & a rest stop, estimated drive time is 8 ¼ hrs. Please keep rest stop & lunch to a minimum to stay on schedule.*
- 11:15 AM **Lunch at student cost in route to DC**
*****Meet Your Tour Director at Mount Vernon*****
- 2:15 PM Arrive at Mount Vernon Main Entrance
- 2:20 PM **Visit Mt. Vernon Estate, Garden, and Museum**
- 3:00 PM **Mansion appointments: tba**
- 5:40 PM Board coaches and depart for dinner at **Primo Restaurant:**
1636 Belle View Blvd, Alexandria, VA 22307 (703) 765-6891
- 6:00 PM **Dinner Buffet at Primo Family Restaurant in Alexandria, VA**
Buffet will include NY style pizza, chicken tenders, Greek salad, French fries, homemade bread, Grandma’s cookies and beverage.
- 7:00 PM Board coaches and depart for evening monument visits
- 7:15 PM **Visit the United States Air Force Memorial (closes at 8:00 p.m.)**
- 8:00 PM Visit the **White House and Lafayette Park, Old Executive Office Building, Department of the Treasury, and Blair House.**
- 9:00 PM Visit the **Iwo Jima Memorial**
- 9:15 PM Board coaches and depart for hotel
- 10:00 PM Hotel Check-In: **Holiday Inn Express Washington, D.C. East – Andrews AFB**
5001 Mercedes Boulevard, Camp Springs, MD 20746
(301) 423-2323
- 10:30 PM-5:30 AM **One (1) Private Night Time Security Guard on Duty**



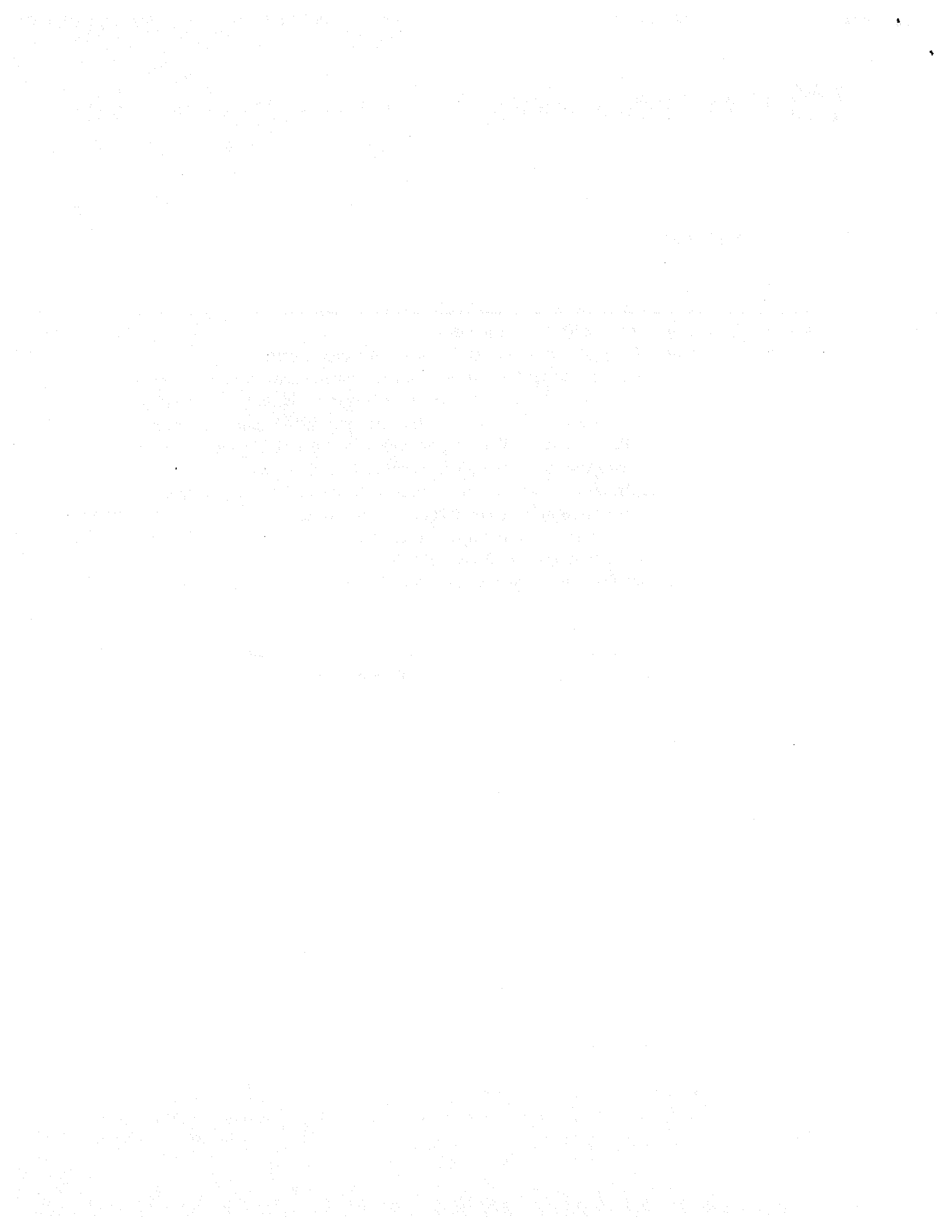
TUESDAY, MAY 7

- 7:00 AM **Breakfast at the Hotel**
- 7:45 AM Board motor coaches and depart for Washington, D.C.
- 9:00 AM Pick up Tour Guides for Bus 1 and 2 at the Washington Monument kiosk (aka – Washington Monument Lodge/Restroom Building). The Tour Guides will provide commentary in DC throughout the day.
- 9:20 AM Drop off at the Garfield Circle on southwest side of the US Capitol (drop off area). Walk across the street to the **US Capitol Reflecting Pool** for a group photo near the Ulysses Grant Memorial
- 9:40 AM **Group Photo at the Capitol Building (included – each tour participant will receive a group photograph)**
- 10:00 AM **Tour of the United States Capitol (based on availability)**
- 10:40 AM Board motor coaches at the Peace Memorial Circle and depart for the National Archives Building
- 11:00 AM **Visit the National Archives Building (based on availability)**
- 12:00 PM Board coaches and depart for lunch
- 12:15 PM **Lunch at the Reagan Building Food Court – Meal Voucher**
- 1:30 PM **Visit the following museums in chaperone groups: American History Museum and the National Air and Space Museum.**
- 4:00 PM Meet at designated group meeting location
- 4:15 PM Board coaches and depart for dinner
- 4:45 PM **Dinner at the Chevy's Fresh Mex in Arlington, VA**
- 6:00 PM **Visit the National 9/11 Pentagon Memorial**
- 6:45 PM Board coaches for a **Guided Illumination Tour of WDC: Lincoln Memorial, Vietnam Wall, and Korean War Memorials, World War II Memorial, Thomas Jefferson Memorial, Martin Luther King, Jr. Memorial, and the Franklin Roosevelt Memorial.**
- 9:00 PM Board coaches and depart for Hotel
- 9:30 PM Arrive at Hotel and pre-pack for tomorrow morning check-out
- 10:30 PM-5:30 AM **One (1) Private Night Time Security Guard on Duty**



WEDNESDAY, MAY 8

- 6:00 AM **Breakfast at the Hotel**
- 7:00 AM Load coach for departure (Hotel Check-Out)
- 7:15 AM Promptly depart for Arlington Cemetery
- 8:30 AM Arrive at Arlington Cemetery and proceed through security
- 9:00 AM **Visit Arlington National Cemetery: Visit the Kennedy Gravesites, Challenger Memorial, Columbia Memorial, Tomb of the Unknown Soldier, Arlington House (Robert E. Lee Memorial) and witness the Changing of the Guard Ceremony.**
- 9:45 AM **Madison Middle School will participate in Army Wreath Laying Ceremony at the Tomb of the Unknown Soldier (based on availability)**
- 10:30 AM Return to Arlington Visitor Center – board motor coach for departure.
- 10:45 AM **Lunch at the Pentagon City Food Court – Meal Voucher**
Note: Food Court restaurants open at 10:00 a.m.
- 11:30 AM Board coach and depart for **Mansfield, Ohio**
Please Note: Estimated drive time to Mansfield, OH Pike is 6 hours and 30 minutes without stops. Adding 2 hours for Friday traffic, rest stop and dinner, estimated drive time is 8.5 hours.
- 8:00 PM **Dinner in route to Ohio - \$10 Visa Gift Card for each tour participant**
Arrive at Madison Middle School in Mansfield, OH



Remind

Sign up for important updates from J. Nelson.

Get information for **Madison Middle School** right on your phone—not on handouts.

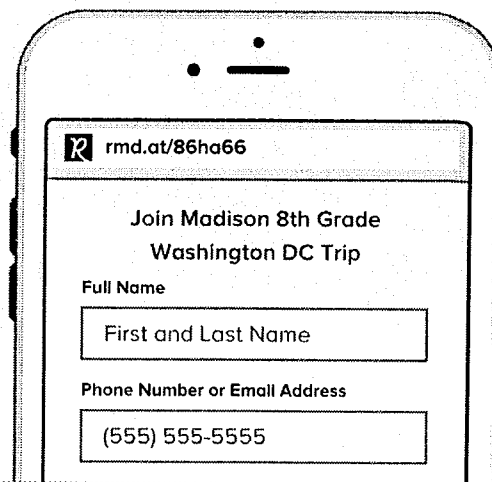
Pick a way to receive messages for **Madison 8th Grade Washington DC Trip**:

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/86ha66

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 @86ha66 to the number 81010.

If you're having trouble with 81010, try texting @86ha66 to (563) 265-6842.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/86ha66 on a desktop computer to sign up for email notifications.

