

January 2016

Dear Eighth Grade Students, Parents and Guardians:

We are pleased to announce that we are planning a five-day educational field trip to Washington, D.C. for Monday, June 13, 2016 through Friday, June 17, 2016. We are also planning to offer an alternative field trip experience for students who may elect not to go to Washington. Details concerning the alternative field trip are enclosed. We are very excited about these trips and we are confident that our students share our enthusiasm for this culminating middle school experience.

Regardless of where we may be going, it is crucial that students and parents/guardians recognize this opportunity as a privilege to be earned and not as a "rite of passage" and that students continue to conduct themselves in a mature, safe and responsible manner. Therefore, we expect them to display these behaviors within the walls of North Reading Middle School before being entrusted to do so in a vastly different environment such as our nation's capital.

To signify that our students are ready to accept responsibility for the academic and behavioral performance as we head towards the end of their middle school experience we are requesting that all students and parents sign this *Academic and Behavioral Agreement*. This agreement pertains to the June 13-17 field trips and is effective immediately. Please note, that all academic and/or disciplinary referrals prior to this date will not affect a student's opportunity to participate in any of the year end activities. *In short*, everyone starts with a "clean slate" as of the date of this letter.

The specifics of our academic and behavioral agreement are printed on the opposite of this page. We are asking students and parents to sign off on this agreement in acknowledgement of a shared responsibility to helping us make this year's trips as successful as possible. We are confident that all eighth grade students are capable of meeting these criteria. Student performance will be tracked throughout the entire second semester, with appropriate feedback and notification provided to any student who begins to falter with regard to academic or behavioral responsibilities.

We believe that all of the end-of-the-year activities, have the potential of offering some of the most enjoyable days students will experience together in their time at North Reading Middle School. Let's all work together to make sure that everyone has the opportunity to fully participate and to otherwise bring their Middle School experience to a positive and successful close.

Return to homeroom teacher

Academic and Behavioral Agreement
Grade Eight End of Year Trips

June 13– June 17, 2016

Students who display a lack of responsibility and respect with regard to their academic and behavioral performance may lose the privilege to participate in the end of the year field trips.

1. It is expected that students exceed passing averages in all of their classes, attend school on time, and otherwise meet all of their academic responsibilities to the best of their ability.
2. It is expected that students follow the behavior code outlined in the student handbook.
3. Students and their parents/guardians should understand that one or more violations of the academic and behavioral expectations that govern our school may jeopardize, and will likely jeopardize, the student's participation in the end of year trip experiences noted here in.
4. Students who fail to maintain the academic or behavioral expectations may lose all privileges associated with the Washington, D.C. trip or the local day trips. Such decisions of the middle school administration are final and are not subject to appeal.

Print student name: _____

Student Signature: _____

Print parent name: _____

Parent Signature: _____

CAPITAL TOURS, INC.

200 Merrimack Street, Suite 401 • Haverhill, Massachusetts 01830 • Tel. (978) 373-9140

www.capitaltours.net

October 9, 2015

NORTH READING MIDDLE SCHOOL "PROPOSED" WASHINGTON, DC ITINERARY

Day 1	6:00 AM	Departure from school
Monday		Lunch enroute (group's expense)
June 13, 2016	4:30 PM	Meet with escort at the Pentagon City Mall and have dinner
	6:00 PM	World War II Memorial, Martin Luther King Memorial, FDR Memorial
	8:00 PM	Check into the Comfort Inn - Arlington, VA*
Day 2	7:00 AM	Breakfast at the hotel
Tuesday	8:00 AM	Arlington National Cemetery, Iwo Jima Memorial
June 14, 2016	10:45 AM	National Cathedral (if available), Embassy Row
	12:45 PM	Lunch at National Place
	1:30 PM	U.S. Holocaust Museum - Permanent Exhibit (if available)
	3:00 PM	Museum of American History, Museum of Natural History
	7:00 PM	Baseball Game - Washington Nationals vs. Chicago Cubs (dinner stipend to be provided)
Day 3	6:45 AM	Breakfast at the hotel
Wednesday	8:00 AM	Lincoln Memorial, Vietnam Memorial, Korean War Veterans Memorial, Jefferson Memorial
June 15, 2016	9:30 AM	Newseum
	11:30 AM	U.S. Capitol Building Tour (if available), with group picture
	12:30 PM	National Air & Space Museum with lunch
	2:00 PM	National Zoological Park
	4:30 PM	White House for picture taking (exterior)
	5:45 PM	Return to the hotel
	7:30 PM	Student Moonlight Dance Cruise on the Cherry Blossom with pizza
Day 4	7:00 AM	Breakfast at the hotel
Thursday	8:00 AM	Depart for King's Dominion with lunch (stipend will be provided)
June 16, 2016	6:30 PM	Dinner at Cracker Barrel - Fredericksburg
	7:45 PM	Depart for Washington
Day 5	7:00 AM	Breakfast at the hotel and check out
Friday	8:30 AM	Depart Washington, DC
June 17, 2016		Lunch enroute (stipend will be provided)
	7:30 PM	Estimated time of arrival in North Reading

* Comfort Inn - Pentagon
2480 South Glebe Road
Arlington, VA 22206
Tel. (703) 682-5500



Catherine L. O'Connell
Principal

NORTH READING MIDDLE SCHOOL

Respect, Responsibility and Community
189 Park street
North Reading, Massachusetts 01864
Telephone 978-664-7806
Fax 978-276-0679



Michael J. Maloney
Assistant Principal

8th Grade Day Trips 2016

During the week of June 13 to June 17, North Reading Middle School will be running day trips for students who are not travelling to Washington, D.C. The itinerary for the week is listed below. As you will see there is quite a variety of destinations and activities. These trips have proven to be worthwhile and provide a sound educational and cultural experience for our students.

The total cost of the day trips will be approximately **\$225.00**; this will cover all of the trips listed below. The cost does not include lunch money or spending money for students. Students will have the option to purchase a lunch or bring a bag lunch. The fee for these trips will be finalized in the late spring. Checks should be made payable to North Reading Middle School and they should be turned in to the main office no later than **May 8, 2015**. If you have any questions regarding the day trips please contact Ms. O'Connell.

Day	Time	Location	Destination
Mon 6/13	8:15- 1:45	Fenway Park Tour Boston	8:15 Leave 10 am Tour of Fenway 12 pm Lunch(\$) 1 pm Departure
Tues. 6/14	8:15- 1:45	Bunker Hill Pavilion Charleston, MA	8:15 Leave 10 am Constitution Tour 11 am Constitution Museum 12 pm Bunker Hill Monument (climb) 12:30 pm Bunker Hill Monument Museum Lunch at Sorelle Bakery Cafe (\$) 1 pm Departure
Wed 6/15	8:15- 1:45	Duck Tours Boston, MA	8:15 Leave 10 am Tour from Museum of Science 12 pm Lunch in museum food court (\$) 1 pm Departure
Thur. 6/16	8:15- 1:45	Franklin Park Zoo Boston, MA	8:15 Leave 10 am Arrive at Zoo Lunch (\$) 1 pm Departure
Fri 6/17	8:15- 1:45	Canobie Lake Salem, NH	9:00 Leave for Park 10 am Park Opens Lunch on their own (\$) 1:30 pm Departure

\$= student will need money or bring a bag lunch

Return to homeroom teacher

Please indicate your choice for the end of the year trip by making an X on the appropriate line. All students must complete this form and return it to their homeroom teacher.

_____ I am planning to attend the Washington D.C. trip. I understand that I need to register with the Capital Tour Company by calling 978-373-9140 or by going online www.capitaltours.net

_____ I am planning to attend the day trips.

_____ I am planning to attend school as normal.

Student Name (please print) _____

Parent signature _____

Please return all forms to your homeroom teacher by January 30TH.

Return to homeroom teacher

Chaperone Volunteer Form

Please print your name and your child's name on the lines below if you are interested in chaperoning the trip this year and have your student return this to the office. I will not know how many parent chaperones we need until late spring. If you are a registered nurse and would be willing to work alongside another nurse on the trip please let me know. Also, if you are a police officer, fire fighter or emergency medical technician please indicate that below.

Please make sure you complete this form if you are interested in chaperoning. I have already received several emails from interested parents, but I really need anyone interested in chaperoning to fill out this form. Thank you.

Parent Name (please print) _____

Student Name (please print) _____

Registered nurse yes or no

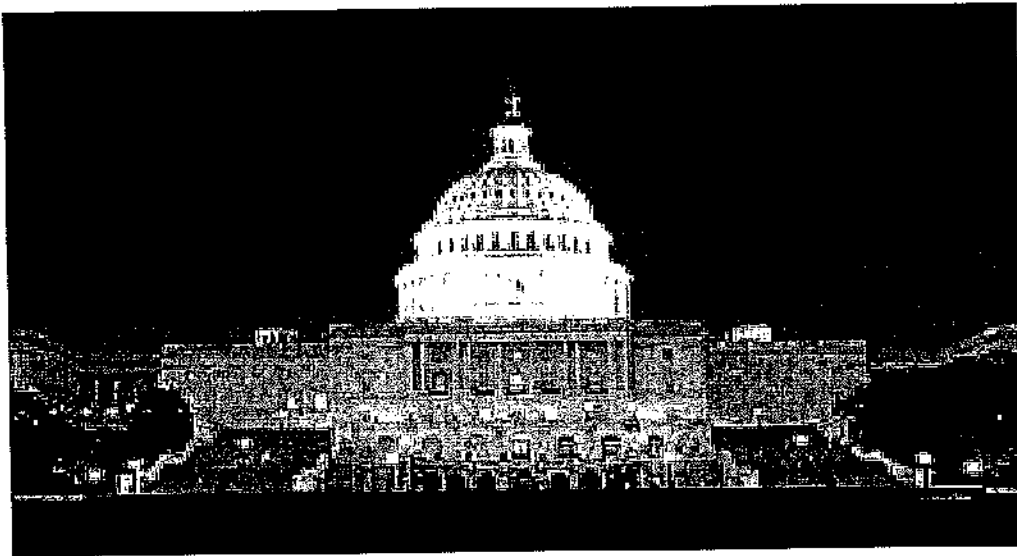
Police officer yes or no

Fire fighter yes or no

Emergency medical technician yes or no

Other

Bring to MS Main office
Optional Donation Form



Dear Parents/Guardians of Eighth Grade Students:

As you know, the 8th grade class will be travelling to Washington, D.C. this year on Monday, June 13th through Friday, June 17th. We have several students who need financial assistance to help get them there. We are reaching out to the families of 8th graders to see if anyone would be willing to make a donation to help support the students who cannot afford to pay for the trip.

If you would be interested in helping out, please fill out the form below and return it with the much appreciated donation to the main office.

Thank you from the North Reading Middle School Community

Name: _____ Amount: _____

Please make checks payable to The North Reading Middle School.

Return to homeroom teacher

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189 Park Street

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Catherine L. O'Connell

Principal

Michael J. Maloney

Assistant Principal



CONSENT AND RELEASE FORM

I, the undersigned, _____ of _____
(parent/guardian) (name of student)

do hereby consent to my child's participation in

Trip to Washington, DC -- Monday, June 13, 2016 through Friday, June 17, 2016
(name of specific voluntary athletic, extracurricular or recreational activity of the North Reading Public Schools).

I also agree to forever release the North Reading Public Schools, the School Committee, and all their employees, agents, board members, volunteers, and any and all individuals and organizations assisting or participating in voluntary athletic, extracurricular or recreation programs of the North Reading Public Schools ("the Releasees") from any and all claims, rights or action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to my child or property damage resulting from my child's participation in North Reading Public Schools voluntary athletic, extracurricular or recreation programs.

I also promise to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to my child or property damage resulting from my child's participation in the North Reading Public Schools voluntary athletic, extracurricular or recreation programs.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my child's participation in these programs is voluntary and that my child and I are free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to allow my child to participate in the North Reading Public Schools athletic, extracurricular or recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage my child or I may suffer in voluntary North Reading Public Schools athletic, extracurricular or recreation programs.

Please Complete:

Student: _____

School: _____

Grade: _____

Signatures:

Parent or Guardian: _____

Student: _____

Date: _____

Contact Phone Number: _____

Student Cell Phone Registration

Make/Model

Number

Return to homeroom teacher

PARENTS' POWER OF ATTORNEY

NAME OF STUDENT: _____

I hereby authorize and empower Michael Maloney, Assistant Principal or Principal's designee, to secure necessary and required medical aid for the above-named student from June 13, 2016 to June 17, 2016. Further, if an emergency should arise necessitating surgery for reason of illness or accident, the said advisor, Michael Maloney, Assistant Principal or Principal's designee, may execute any medical or hospital authorization for and on my behalf as if I were personally present.

It is agree and understood that prior to exercising the above power of attorney in the event of an emergency, the above-named attorney, therefore shall make every effort to contact the parent or guardian for verbal approval or disapproval.

Signature of Father or Legal Guardian Date

Signature of Mother or Legal Guardian Date

Home Phone #:

Parent Work # (indicate which parent)

Cell Phone #

Insurance Company

Identifying Number

Allergies to Medication/Significant Medical History: _____

ALL MEDICATIONS MUST BE SUBMITTED IN A ZIPLOCK BAG IN THE ORIGINAL CONTAINER ACCOMPANIED BY THE PHYSICIAN'S ORDER

Dear Parent/Guardian:

Return page 11 to the nurse along with medication and the physician's order.

We would like to inform you of the policies that have been put in place by the North Reading School Committee, in accordance with the regulations of the Massachusetts Department of Public Health, to ensure the health and safety of children needing medicines during the school day.

In an effort to protect the best interest of all students, medication should be given at times outside the school day whenever possible. The following forms **MUST** be on file in your child's school health record before any medications, prescription or over-the-counter (OTC) can be given at school:

1. Medication order signed by a licensed prescriber.

- A. A written medication order form should be completed, dated, and signed by your child's health care provider (physician, nurse practitioner, etc.) and returned to the school nurse. This order must be renewed as needed AND at the beginning of each school year.

B. All medications, including over-the-counter, must be accompanied by a signed Physician's order. Each medication must have a separate medication order form.

2. Signed consent by a parent or guardian to give the medicine. Complete the consent form and give it to the school nurse.

Medications **MUST** be delivered by an ADULT to the school in a pharmacy or manufacturer-labeled container. Medicine should **NOT** be sent to school with your child or on the bus. Please ask your pharmacist to provide a labeled container for school use. No more than a thirty-day supply of the medicine will be accepted in school.

Students may not carry medications, either prescription or OTC, on their person or in their belongings, unless a specific medication administration plan has been developed with the school nurse which includes permission for carrying a medication. No student may give to or take from another student any medication, either prescription or OTC. Medication may be confiscated and appropriate disciplinary action taken if medication policies are abused or ignored.

When your child needs medicine to be given during the school day, please act quickly to follow these policies so we may begin to give the medicine as soon as possible. Cooperation between parent and school staff is essential to protect our students.

Any questions regarding medications in school should be referred to your school nurse.

Sincerely Yours,

School Nurse

Karen Adams, RN
Penny Kulakowski, RN, BSN
Coleen Reska, RN, BSN
Lois Bisson, RN, MSN
Nicole Dispena, RN, BA

School

High School
Middle School
Batchelder School
Hood School
Little School

Telephone

978-664-7800
978-664-7806
978-664-7814
978-664-7817
978-664-7820

Fax

978-664-7826
978-276-0679
978-664-3178
978-664-7805
978-664-3081

School Physicians

Dr. Laurie Witts, MD, FAAP

Attachments: Medication Order/Parent Consent

NORTH READING PUBLIC SCHOOLS MEDICATION ORDER

To be completed by a Licensed Prescriber, Physician, Nurse Practitioner, or others authorized by Chapter 94C

Name of Student:		Date of Birth:
Address:		Grade:
Name of Licensed Prescriber	Title:	
Business Telephone:	Emergency Telephone:	
Medication:		
Route of administration:	Dosage:	
Frequency:	Time(s) of Administration: <i>(Please note: Whenever possible, medication should be scheduled at times other than school hours.)</i>	
Date of Order: (mm/dd/yyyy)	Discontinuation Date: (mm/dd/yyyy)	
Diagnosis <i>(if not in violation of confidentiality)</i>		
Any other medical condition(s) <i>(if not in violation of confidentiality)</i>		
Any food or drug allergies		
Specific directions or information for administration:		
Optional Information		
Special side effects, contraindications, or possible adverse reactions to be observed:		
The date of the next scheduled visit or when advised to return to prescriber:		
Signature of Licensed Prescriber		Date

PARENT/GUARDIAN CONSENT

Parent/Guardian Name:		
Home Phone:	Cell Phone:	Work Phone:
Other person(s) to be notified in case of medication emergency: Name:		Phone Number:
Other medication being taken by the student <i>(if not in violation of confidentiality)</i>		
<p>I give permission to have the school nurse or school personnel designated by the school nurse give my child the above medication: Turns, Benadryl, Acetaminophen <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I give permission to the school nurse to share information relevant to the prescribed medication as he/she determines appropriate for my child's health and safety. This includes teacher notification of possible medication side effects: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>I understand I may pick up the medication from the school at any time during the school day; however, the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.</p>		
Signature of Parent/Guardian		Date

Washington D.C. Information

DEPARTURE: Don't be late!

- Monday, June 13, 2016
- 5:30- 5:45 a.m. Begin loading the buses
- **6:00 a.m. Leave the middle school**

RETURN:

- Friday, June 17, 2016
- **7:30 p.m. ETA- at the Middle School (We will start students calling when we are 90 minutes from arrival).**

What to Pack!

Remember that you will be in a room with 3 other people... space will be limited, therefore, pack wisely! Each student can bring ONE suitcase/bag and ONE smaller carry-on/backpack for the bus. It is typically VERY HOT in Washington DC the week we visit.

Each room should provide 1 case of water for the bus for the week.

Clothing: (SEE DRESS CODE BELOW)

- Shorts (not short-shorts), Capri's, light pants
- T-Shirts
- Sweatshirt (you may need this on the bus or in your room)
- Rain coat/poncho
- Sneakers or other comfortable walking shoes (Absolutely NO FLIP-FLOPS!)
- For the Dinner Cruise and Theater:
 - Boys should wear collar shirt/golf shirt, chinos/khaki's pants or shorts
 - Girls should wear pants, capris, appropriate sundress or skirt
 - No bare feet on the boat (Sandals, but no high heels)
- Hat/cap

Toiletries:

- Typical traveling toiletries
- Sunscreen (A MUST!!!!)
- Hair dryers/flat irons, etc. (consider sharing these with your roommates to free up space)

Other: Camera, Cell phone, iPods/electronics, Videos/DVD's (G, PG, appropriate PG-13 titles) Please put your name on all DVD's

- Spending Money- NO MORE than \$100.00 PLEASE!
- Snacks (no peanut or tree nut products, no energy drinks)
- Sunglasses
- Sleeping bag (if you plan on rotating beds)

*** DO NOT pack over the counter or prescription medicines!!!

All prescription medications and OVER the counter medications must be turned into the nurse in the original container with a doctor's order! If this has not already been done, please take care of this immediately.

Dress Code: We have received a number of inquiries about the "dress code" while on the Washington D.C. trip. The bottom line for us is that we want our students to be representative of our school and community and present themselves in an appropriate manner. Here are a few specifics (which are already part of our "dress-code" as outlined in our student handbook).

Not Allowed:

- Garments that are ripped or torn
- Tight fitting apparel
- Short shorts
- Pajama pants/sleep apparel (while touring D.C.)
- Sandals or flip-flop sandals (while touring D.C.) **Sandals will be OK for the Dinner Dance ONLY! NO HIGH HEELS! Students must wear appropriate footwear while touring D.C. (read: a lot of walking!)**
- Shorts appropriate in length
- Halters/halter top dresses (or anything too revealing!)
- **Low cut or revealing dresses for the Dinner Dance- Anything too revealing will result in wearing another garment on top (i.e. sweater or T-Shirt)**
- Tube tops or tops that bare the midriff (or anything too revealing!)
- Short skirts – including short skirts with leggings
- See-through clothing
- Pants with rolled down tops
- Clothing that advertises drug/alcohol use
- Any article of clothing that is obscene, profane, lewd or vulgar
- Any article of clothing that harasses, threatens, intimidates or demeans an individual or group of individuals because of sex, color, race, religion, handicap, national origin, or sexual orientation.

The Bottom Line here is that we will reserve the right to ask a student to change or otherwise "cover-up" anything we feel is too revealing or inappropriate.

GUIDELINES FOR A SAFE AND FUN TRIP!

#1 Rule – You are NEVER alone! You are always with North Reading Middle School students. You never "befriend" a stranger and always avoid conversations with anyone outside of our NRMS group.

Starting with the 5:30 – 5:45 arrival Monday, June 13th morning, it is IMPERATIVE students be ON TIME, ALL THE TIME. Bus leaves @ 6:00 A.M.

Bus Rules:

An optional two-dollar donation will be collected by each student at the beginning of the trip to tip each of the bus drivers. If possible, please send your child with two dollars on the morning of the trip, separate from any other spending money.

No boy/girl seating- boys and girls can sit "across the aisle" from one another but not next to each other.

Go to the bathroom when the opportunity exists. We have long bus rides and action-packed days; take advantage of restrooms when we stop. There is a lavatory on the bus, but it should only be used for emergency only.

No peanut or nut products on the bus. Busses must be kept clean. Groups take turns being the "clean-up" crew. No drinks with dairy products on busses (we prefer water only, which we will provide). No nut products on the bus.

Bring appropriate DVD's. Label them so you get them returned! Chaperones have the final say about what will be viewed on the buses (we are very conservative so please plan accordingly).

You may bring your own electronics on the bus (i.e. iPod)

Bring a sweatshirt for the bus; the air-conditioning keeps the bus cool.

Hotel:

ABSOLUTELY NO ACCESS TO THE HOTEL POOL AREA, SPA OR EXERCISE ROOM! (LEAVE YOUR SWIMSUIT AT HOME!)

Be prepared to walk up several flights of stairs with your luggage! Pack lightly (See What To Pack)

Don't lock your keys (digital card) in the room! Designate one person to be the "key person".

Don't leave valuables in the room during the day.

If you brought your own pillow (not recommended!), stuffed animals, etc., put them away during the day so that housekeeping doesn't take them with the linens. You won't be able to get them back.

Keep your rooms clean and neat. We will be inspecting each day as we wake you up. Excessively messy rooms will cost us time when you check out on Friday, which will result in you losing time at King's Dominion.

Respect the hotel property. You will pay for any damage to the room!

Be quiet on the stairs and in your rooms. There are other patrons of the hotel, including families and businesspeople.

Hotel security will be on both the girls and boys floors. If chaperones are alerted to noisy rooms by security reports, time will be taken from King's Dominion.

Doors are "taped" at bedtime. **Leaving your room at night (non-emergency situation) without permission ("broken-tape") is a very serious violation of our safety rules.**

Boys are not allowed on the girls' floor; girls are not allowed on the boys' floor.

Students will be told what room the nurse is in, and what room their chaperone is in.

Public Behavior:

You are representing your family, school and town. You are to act appropriately in public. This means no running, yelling, jumping on people's backs, etc.

We often eat in restaurants with other paying customers. We speak in conversational tones, and act appropriately.

Bus Tours:

There are times when a professional guide will board our busses and give tours. Once the tour guide begins speaking, all student conversation stops, all cell phones, iPods etc. are not in use, and students are politely listening. Students are courteous at all times.