

HIGHTOWER TRAIL MIDDLE SCHOOL

# 8<sup>TH</sup> GRADE ORCHESTRA CHATTANOOGA TRIP

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## HANDBOOK

MICHAEL TOMPKINS

PAUL O'KEEFE

5/1/2018

PLEASE REVIEW THIS HANDBOOK AND COMPLETE AND TURN IN THE NECESSARY FORMS BY  
FRIDAY, APRIL 20<sup>TH</sup>.

April, 2018

Dear Orchestra Parents and Students:

The Eighth Grade Orchestra trip to Chattanooga is fast approaching! We are finalizing our itinerary and getting our music prepared for what promises to be a great time! Our trip is scheduled for Tuesday, May 1<sup>st</sup>. This handbook contains important forms that need to be completed and **returned by Friday, April 20<sup>th</sup>**.

**Forms requiring parent/student signature:**

1. Permission to Participate in One Day Field Trip (IFCB-4) – yellow form
2. Make-up Work Policy for HTMS and Behavior Contract – green form
3. HTMS Medication Form – white form

**Only** students taking medication (prescription or OTC) should return this form. Return on Tuesday, May 1st the day of the field trip. Medications must be in the original labeled container. Form and medication should be placed in a small zip loc bag labeled with student's name.

***Students will not be allowed to participate if forms are not returned by Friday, April 20<sup>th</sup>.***

Students should arrive at Hightower by 6:30am for check-in. All students should wear blue jeans, trip t-shirts and comfortable walking shoes. No flip-flops or open toe shoes are allowed. This tour is sure to be the highlight of your child's middle school orchestra experience! Thanks for all you do to support the Hightower Trail Orchestra.

Sincerely,

Michael Tompkins

Paul O'keefe

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# Chattanooga Spring Tour Schedule

## Tuesday, May 1, 2018

- 6:30-7:00 am Check-in and registration (parents and students must be present)
- 7:20 am Depart HTMS
- 9:20 am Arrive in Chattanooga
- 10:00am Perform at Dalewood Middle School
- 11:00 am Lunch at Hamilton Place Mall Food Court
- 12:30 pm IMAX Theater at Tennessee Aquarium
- 2:15 pm Enjoy the Tennessee Aquarium
- 4:30 pm Board the Southern Belle Riverboat
- 6:30 pm Depart for Marietta
- 8:30 pm Arrive at HTMS

## Suggested Packing List

### For the bus:

- Book bag
  - Rain poncho/small umbrella & or rain jacket
  - Watch
  - Sun block
  - Sunglasses
- Camera
- Portable music system (MUST have earphones)
- Magazines and books to read – no laptops or tablets allowed.
- Snack/water bottle
- Jacket or sweatshirt

### Do not bring:

- Valuables (jewelry, laptops, etc.)
- Bathing Suit (we will not be swimming at any time on this trip)

# Information You and Your Parents Should Know Before Our Trip...

1. Students should review this packet and these rules with their parents before going on the trip.
2. Spending Money: Students will only need money for souvenirs and lunch at the mall food court. \$25 should be a sufficient amount. If you send more money with your child, please remember that he/she is responsible for it.
3. Health: Please make sure that you fill out the required medication forms. If your child takes any routine daily medication, make sure you provide it to us on Tuesday before we depart HTMS. All medications should be in a Ziploc bag labeled with your child's name and a copy of the medications form.
4. Students should not bring any valuables with them on the trip. Snack foods are permitted but do not bring any dairy products.

## Trip Rules Include...

1. ...that you act like ladies and gentleman AT ALL TIMES. In public places, people will view your behavior as a basis for forming opinions about music students in general, from Hightower Trail, from Marietta, and from Georgia.
2. ...that you be VERY neat in appearance at all times. We will be in Orchestra uniform for the entire day.
3. ...that you treat people with courtesy at all times. Be considerate of chaperones, drivers, waiters, guides, etc. Be sure to thank them for whatever they do to help you.
4. ...that you make up all school work that you miss.
5. ...that you understand that certain inappropriate behaviors are considered severe and will result in immediate communication with parents and confinement in chaperones for the remainder of the trip. Also, further disciplinary action by HTMS administrators will be taken upon return from the trip.  
These behaviors include:
  - A. Possession of or usage of any tobacco products.
  - B. Possession of or usage of alcoholic beverages.
  - C. Possession of or usage of any illegal drugs or illegal narcotics.
  - D. Possession of pornographic items.
  - E. Public or private displays of affection.
6. ...that you understand the consequences of shoplifting may result in arrest or incarceration and an unexpected trip for your parents to Chattanooga.

### **While on the Bus...**

1. Follow instructions given by teachers, chaperones or the driver. The chaperones need your cooperation when calling roll, counting students and giving instructions. Remember, disrespect to a chaperone is considered a severe rule infraction and will not be tolerated.
2. There should be no loud talking, singing, laughing or yelling; basically no organized noise.
3. Remain in your assigned seat for the duration of the trip.
4. Do not sit or stand on the armrests at any time.
5. No public affection is to be displayed – the entire bus is a public place.
6. You should use earphones for any iPods. Tablets and laptops will not be allowed on the trip. Not following this rule will end up in the confiscation of electronics until the trip ends.
7. Trash should be placed in the containers provided on the bus.
8. Any time the bus stops (at restaurants, rest stops, etc.) you are to wait until told to leave and only then should you exit in an orderly manner. If the bus splits up, you are to remain with your group.

### **While at the Guest School...**

1. Follow instructions given by teachers and chaperones as to where to set up for concert and what to set up.
2. You may be responsible for helping unload and load items such as stands, instruments, etc.
3. Always be respectful and quiet when entering the school. Remember that these students are in class.
4. Phones should be kept out of sight and silenced.
5. Maintain an attitude of professionalism during the concert. Keep your eyes on Mr. Tompkins and appropriately acknowledge audience applause.
6. Upon leaving, you are responsible for items you have brought into the school.

### **While in Chattanooga...**

1. You are to stay in your assigned groups at all times.
2. You are not to stray from designated areas for any reason. Our buses will not be available to you once we unload so you must take anything you need with you each time.
3. Students will receive their chaperones cell phone number to use in case of emergency

# Make Up Work Policy for HTMS

The 8<sup>th</sup> grade teachers support our yearly trip, but must continue with curriculum delivery for those students not participating in the trip. The remaining students represent the majority of 8<sup>th</sup> graders. Here are the guidelines for assignments missed while on the trip:

- ❖ All work given before the trip is due upon the first day back in class.
- ❖ Tests/Quizzes must be made up by the end of the week following the trip. Failure to make these up will result in a zero.
- ❖ Points will be deducted for work turned in past the deadline.
- ❖ Any work not made up will result in a zero.

***It is the students responsibility to collect and complete all work assigned and to meet all of the established guidelines.***

## Behavior Contract

I, \_\_\_\_\_(student's name), have read the complete trip handbook. I understand that a successful, safe and fun trip depends on the guidelines set forth in this handbook. I also understand that if, at any time on the trip, I do not follow these rules, disciplinary action will be taken.

I am aware that I need to make up any class work missed on May 6th. I have read and understand the HTMS make-up work policy.

I know that I am representing my orchestra, my school and my community on this trip and will act like a young man/ young lady at all times. Lastly, I realize that this trip is a privilege and not a right and this privilege could be taken away from me depending on my behavior.

Students Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Class Period (circle one): 8-1            8-2

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HTMS Medication Form

Student Name: \_\_\_\_\_

DOB: \_\_\_\_\_

*Please list all medications below. Include the dosage as well as the time(s) to be taken. Place medication in original container and the second medication form in a Ziploc bag clearly labeled with your child's name. Ziploc bag with medicine and form will be turned in a check-in before departure.*

Name of Medication	Dosage	Time(s) to be given
1.		
2.		
3.		
4.		
5.		

Any other things we should be aware of concerning their medication(s) and how they should be administered: \_\_\_\_\_

\_\_\_\_\_

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## HTMS Medication Form (place this form in Ziploc bag along with medicine)

Student Name: \_\_\_\_\_

DOB: \_\_\_\_\_

*Please list all medications below. Include the dosage as well as the time(s) to be taken. Place medication in original container and the second medication form in a Ziploc bag clearly labeled with your child's name. Ziploc bag with medicine and form will be turned in a check-in before departure.*

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