



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

12/04/2023

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the confirmation letter and group leader agreement between James A. Caywood Elementary and the Cincinnati Museum Center for a 2/09/2024 field trip.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

The Cincinnati Museum Center offers programs focused on problem-based learning and help develop critical thinking skills while aligning Kentucky content standards. Our 3rd Grade classes will be visiting the Children's Museum and Omnimax Theater on 2/09/24. While there, they will watch "Secrets of the Sea" which reveals the many wonders and mysteries of our ocean world and demonstrates the critical importance of marine biodiversity to keeping our oceans healthy.

**FISCAL/BUDGETARY IMPACT:**

\$715.00 Field Trip Student Activity Fund

**RECOMMENDATION:**

Approval of the confirmation letter and group leader agreement between James A. Caywood Elementary and the Cincinnati Museum Center for a 2/09/2024 field trip.

**CONTACT PERSON:**

Kim Mott

  
Principal/Administrator

  
District Administrator

  
Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal -complete, print, sign and send to your Director. Director -If approved, sign and put in the Superintendent's mailbox.

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn

"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



Date Sent: November 30, 2023

## Group CONFIRMATION

Reservation No: 3495072000

Cincinnati Museum Center looks forward to your visit on Friday, February 9, 2024.

Please read the enclosed IMPORTANT INFORMATION thoroughly for Cincinnati Museum Center policies that will apply to your upcoming visit. Check the date, day of week and time and contact us immediately at (513) 287-7021 if there are any discrepancies.

Lauren Scanlon

James A Caywood Es

3300 Turkeyfoot Road

Ft Mitchell, KY 41017

(859) 912-5843

lauren.scanlon@kenton.kyschools.us

Number	Schedule	Total
	Group 1	
	10:00am - 11:30am - Children's Museum	
	Group 2	
	10:05am - 11:30am - Children's Museum	
	Group 1	
	Group 2	
	11:30am - 12:30pm - OMNIMAX Theater	
	Secrets of the Sea	
	Group 1	
	Group 2	
	12:30pm - 1:00pm - Lunchtables	
20	Museum Admission - Groups	
	School Adult Admission	
90	Museum Admission - Groups	
	School Child Admission	
20	11:30 a.m.Secrets of Sea	
	School Adult Admission	\$130.00
90	11:30 a.m.Secrets of Sea	
	School Child Admission	\$585.00
110	Lunchtables	
1	Grade(s)	
	Third Grade	

Payments: \$0.00

Amount Due: \$715.00

Groups must submit payment no less than two weeks before your visit. You may pay by phone with credit card or mail a check, purchase agreement or Purchase Order to the address below.

Group Sales  
Cincinnati Museum Center  
1301 Western Avenue  
Cincinnati, OH 45203

WARNING: Holder voluntarily assumes all risks and dangers incidental to entering onto or within any property or facility owned, operated, managed, and/or hosted online by the Cincinnati Museum Center and its affiliates and subsidiaries (collectively "CMC"). Such risks and dangers include, but are not limited to, the risk of injury, disease, and loss caused by other patrons and the risk of injury, disease, and loss associated with any exhibit, event or other activity. Holder further agrees that CMC, its tenants and lessees, and any employees, volunteers or other agents of CMC or its tenants and lessees, are not responsible or liable for any injuries, expenses, claims or liabilities resulting from or related to such risks and dangers.

As a condition to admission, bearer hereby grants to Cincinnati Museum Center and its affiliates, subsidiaries, and aligned partners (collectively "CMC") the unrestricted and irrevocable right and license to use the bearer's name, likeness and voice in any broadcast, photograph and/or video and/or audio recording taken in connection with for any purposes. This consent is granted without compensation and all copies of my image photographed, filmed, or recorded under this agreement shall constitute the sole property of CMC, which has my permission to edit, alter, sell, reproduce, or use the image in any medium whatsoever without limitation or fee and clear of any claim whatsoever on my part.

#### Check-In Slip

Group Leader: Present this COMPLETED FORM to the Front Desk 15 minutes before your first scheduled experience.

Please note that your signature below confirms that you: have read your confirmation letter, understand the group leader agreement behavior guidelines and consequences, and understand the total amount you will pay.

Group Name: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature of group leader to verify number & visit

#### Final Count

\_\_\_\_\_ Number of Adults

+ \_\_\_\_\_ Number of Youth

= \_\_\_\_\_ Total Attendance



To prepare for your group visit, please read the following information carefully, including the Group Leader Agreement.

FAQ, Group Leader Agreement & Schedule Forms

Watch "What to Know Before Your Group Visits Cincinnati Museum Center"

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*Questions or adjustments? Call us at 513-287-7021 or, if long distance, call 800-733-2077, ext. 7021.*

1301 Western Avenue Cincinnati, Ohio 45203 (513) 287-7000 [www.cincymuseum.org](http://www.cincymuseum.org)

## **School Group Leader Agreement**

Before your visit, please carefully review and communicate the behavior guidelines and code of conduct with your students and chaperones.

### **BEHAVIOR GUIDELINES**

**Stay Safe** – Always walk and use an inside voice. Enjoy equipment in a safe way. Respect posted age limits, capacity limits, guardrails or barriers in certain exhibits. All chaperones must wear wristbands that list prearranged experiences. Ask your students to look for a museum staff person if they get separated from the group or need assistance.

**Stay Together** – Students and chaperones must stay in their assigned group for the entire visit and follow their planned schedule. Students must always remain with their assigned chaperone. Children wishing to shop at the museum gift shop need to be escorted by a chaperone. Ask your students to look for a museum staff person if they get separated from the group.

**Clean Up** – Keep food and drink (including gum) only in the permitted areas. Food and drink is prohibited in all exhibits, including the OMNIMAX Theater. Place trash in the proper trash/recycling bins. Smoking is not permitted on Cincinnati Museum Center property.

**Show Respect** – To staff, other guests, exhibits, each other and ourselves. Also, have fun!

### **CODE OF CONDUCT**

#### **PROHIBITED BEHAVIORS**

- Any unlawful acts or behavior
- Any act that threatens the safety of our guests or staff
- Any act that threatens the safety of our exhibits or artifacts
- Any act that threatens the well-being of our building and property
- Any act that is disruptive to other patrons
- Any act that hinders our employees in the performance of their duties
- Any act inconsistent with the purpose of this facility, which is to provide education of the public
- In accordance with Ohio Revised Code 3794, smoking is prohibited inside the Union Terminal building

EXAMPLES of specific activities that are prohibited include, but are not limited to:

- The use of profanity, vulgar or threatening language
- The wearing of obscene, vulgar or indecent clothing that is inconsistent with a family friendly environment
- Animals, other than service animals
- Tampering with any museum display, artifact, artwork or property not specifically set aside for that purpose
- The use of drugs or alcohol while on museum property (with the exception of designated events and areas)

**Groups who do not follow the behavior guidelines may be asked to leave Cincinnati Museum Center and could have visiting privileges suspended.**