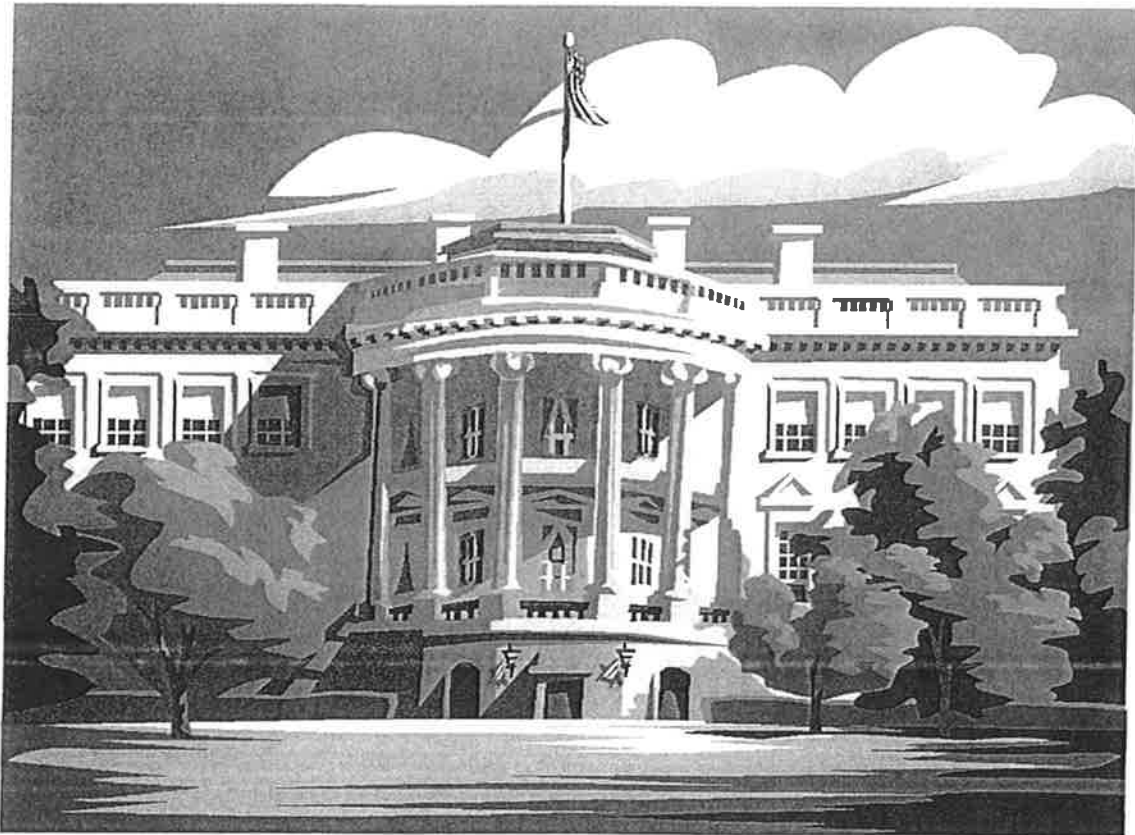


Griswold Middle School

Grade 8

Washington, D.C.

Field Trip



May 30th – June 2nd

2017

**WASHINGTON, DC TRIP INFORMATION
GRISWOLD MIDDLE SCHOOL
2017**

COST: \$799 / Student

INCLUDES:

- Transportation
- 3 Nights Accommodations (4 students per room)
- 3 Full Breakfasts
- 3 Suppers
- All Admissions (tours and theater)
- All Tour Guides
- Tour Directors
- Private Security at hotels
- DJ Dance
- All taxes and service charges

A convenient payment schedule has been set up. However, you may choose to pay the balance in full at any time prior to the final deadline.

Payment Schedule:

First	\$250.00	Due 10/28/2016
	(plus optional \$37.50 cancellation insurance)	
Second	\$274.50	Due 1/6/2017
Third	\$274.50	Due 3/10/2017

Payments should be made via My Payments Plus. Account instruction can be accessed by clicking on the digital backpack on the GMS website. ***Remember, there can be no refunds after April 7, 2017.***

COMMUNICATION: Specific student expectations, supervision arrangements and updated trip information are communicated via a mandatory student and parent meeting that will be held in the gym at 6:30 PM on Wednesday, May 24, 2017. A reminder email will be sent home prior to this date.

<u>Form</u>	<u>Form</u>	<u>Page</u>	<u>Deadline</u>
<u>Deadlines:</u>	*Parental Permission	5	October 28, 2016
	Chaperone Volunteer	4	October 28, 2016
	First Payment	4	October 28, 2016
	*Optional Insurance Form	3	October 28, 2016
	Second Payment	4	January 6, 2017
	*Medical Treatment Consent	6	March 10, 2017
	*Medication Authorization	7	March 10, 2017
	Final Payment	4	March 10, 2017
	Behavioral Expectations	11	March 10, 2017

* Signatures Required

**IMPORTANT INFORMATION FOR PARENTS AND STUDENTS
WASHINGTON DC TRIP, May 30th - June 2nd**

BUS TRAVEL:

- Students should arrive at GMS no later than 6:45 AM on May 30th. Buses will arrive by that time.
- One suitcase per student is allowed.
- Luggage must be clearly tagged or marked with the student's name and address and Griswold Middle School. Tags will be provided for this purpose.
- I-Pods and other audio devices that use earphones are permitted on the coach but are not allowed to be used while touring. Laptop computers are not permitted. Cell phones are only to be used at designated times.

Hotel:

- It is expected that students will conduct themselves appropriately at all times in the hotel. Students will refrain from making excessive noise, will remain in their rooms during the nighttime hours, will not wander around the hotel without a chaperone, etc.

Medications:

In accordance with Connecticut law, and Board of Education policy, no student is allowed to take any medication, including over the counter medication either in school or while participating on a school sponsored function, without the written authorization of a physician, dentist, advanced practice registered nurse or physician's assistant, and written parent/guardian consent ("Authorization of Medication on a Field Trip" form enclosed.

- Karen Telesca, RN, School Nurse, will supervise the organization of medication.
- Medication must be a properly labeled container from the pharmacy.
- The completed Authorization form, page 7 must be delivered to the Mrs. Telesca no later than Friday, March 10, 2017. Medication should be delivered with this form.
- No more than a four day supply of medication should be brought in.

Please contact Mrs. Telesca at 860-258-7745 if your child needs to take any medication, including over the counter medication while on the trip.

DRUGS AND ALCOHOL

The unauthorized use of drugs, or the possession or use of alcohol are strictly prohibited during this and all school functions. Laws are strict on the illegal use of drugs and alcohol. Destinations Unlimited and the administration of Griswold Middle School will abide by all laws set forth by the school and government concerning this matter. **ANY STUDENT WHO VIOLATES THIS POLICY WILL BE SENT HOME. PARENTS WILL BE REQUIRED TO TRAVEL TO WASHINGTON TO PICK UP THE CHILD. THIS APPLIES TO ALL OCCUPANTS OF ANY ROOM WHERE DRUGS AND/OR ALCOHOL ARE FOUND.**

SENDING A STUDENT HOME WHILE ON THE TRIP

In the event that a student must be sent home for either health or disciplinary reasons, that student will be accompanied by an adult chaperone, or, at the parent's' request, held until picked up by a parent. Parents must assume any transportation costs that sending their child home might involve.

FINAL NOTE

Students who participate in this trip are expected to follow chaperones' instructions, use good judgment and maintain excellent behavior as they are representatives of their school and community while traveling.



Griswold Middle School
WASHINGTON, DC
MAY 30-JUNE 2, 2017

CANCELLATION PENALTIES

A **\$250.00 per person** cancellation fee will apply for any cancellation received after **11/18/16** and prior to **04/07/17**.

No refunds will be given for cancellations received on or after **04/07/17** or for **"NO SHOWS"** on day of departure.

Cancellation penalties apply for any reason including, but not limited to, cancellation by the school, Board of Education, Superintendent, Parish, district or any other official; expulsion, suspension or any reason that a student is unable or not allowed to participate in the tour.

**** The Travel Protection Plan Described Below is Highly Recommended. It offers several benefits and will reimburse you for Tour Cancellation Penalties for covered medical conditions and other covered situations****

TRAVEL PROTECTION PLAN

Trip cancellation insurance is available and will provide you with coverage in the event you must cancel your trip due to unforeseen covered reasons. The cost for this coverage is **\$37.50** and is due with the 1st deposit.

BENEFITS: Insurance coverage will pay the **non-refundable** expenses for unused travel if you cannot begin the scheduled tour or the tour is interrupted because...

- 1) you suffer sickness or injury (verified by a doctor or medical facility), or die; or
- 2) a member of your immediate family suffers a serious sickness or injury, or dies.
- 3) If a **terrorist incident** occurs in a city listed on your itinerary within 30 days prior to your scheduled departure date. The same city must not have experienced a terrorist incident within the 90 days prior to the terrorist incident which is causing your cancellation. Benefits are not offered if a substitute itinerary is offered.

<u>Benefit</u>	<u>Amount</u>	<u>Benefit</u>	<u>Amount</u>
Trip Cancellation	Total Trip Cost	Emergency Accident	
Trip Interruption	Total Trip Cost	& Sickness Medical Expense	\$25,000
Travel Delay	\$ 750	Baggage/Personal Expense	\$ 1,500
Emergency Evac./Rep.	\$ 100,000	Baggage Delay	\$ 300
Missed Connection	\$ 500		

****Cancel for any reason coverage is included. 75% of the non-refundable trip cost will be reimbursed if cancellation is due to a non-covered reason and cancellation is received 2 or more days prior to departure.****

What is listed is a brief description of the plan benefits and you will be provided with a complete Description of Coverage upon purchase which includes all of the policies terms and conditions and this is the document which should be referred to for coverage information. This information will be provided to the school and given to participants.

Destinations Unlimited, Inc. utilizes the services of hotels, transportation and other travel related services in our tour product. The hotels, transportation companies and other service providers are independent contractors and are not agents of Destinations Unlimited, Inc. Destinations Unlimited, Inc. is not responsible for any failure to deliver service or any act committed by these suppliers. Destinations Unlimited Inc. is not responsible for any personal injury, loss or damage of property, or expense resulting from matter beyond our control such as acts of God, terrorism, strikes, government actions or changes in schedules or itinerary. Destinations Unlimited, Inc. assumes no liability whatsoever in connection with any tour.

I have read the above cancellation penalties and liability clause for the Griswold Middle School's tour May 30-June 2, 2017 to Washington, DC and

_____ elect / _____ do not elect to take the optional insurance coverage for:

Student's Name: _____

Signed: _____ Date: _____
 (Parent or legal guardian)

If you have elected the insurance coverage, payment must accompany this form and be returned with the 1st deposit.

**WASHINGTON, DC TRIP
PERMISSION AND INDEMNIFICATION
GRISWOLD MIDDLE SCHOOL**

I/We being the parent(s)/guardian(s) of _____ do hereby give him/her permission to participate on the Griswold Middle School field trip to Washington, DC on **May 30th, 2017 – June 2nd, 2017**. I have reviewed the trip itinerary and know it is approved by the Rocky Hill Board of Education. I hereby agree to assume full responsibility for and hold harmless and indemnify the Town of Rocky Hill, the Rocky Hill Board of Education and the employees and agents thereof from any damages or injuries my child may cause or receive while participating on this trip. I further understand that my child may be removed from the trip at any time during the school year for reasons of academics, attendance, or behavior or at the discretion of the administration as addressed on the document entitled, "Participation Requirements". Refund policies apply regardless of the reason(s) for removal.

Parent Signature(s): _____

Date: _____

**GRISWOLD MIDDLE SCHOOL
WASHINGTON, DC FIELD TRIP
PERMISSION/ MEDICAL INFORMATION/ MEDICAL TREATMENT CONSENT**

Student's Name _____ Date of Birth _____
 Home Address _____ Phone # _____
 Mother's Name _____ Home # _____ Cell # _____
 Place of Business _____ Bus.# _____
 Father's Name _____ Home # _____
 Place of Business _____ Bus.# _____ Cell # _____

2 people to contact in the event that parents are not available.

Name _____ Phone Number _____ Relationship _____
 Name _____ Phone Number _____ Relationship _____

Is your child allergic to any medications, foods, or bee stings? Yes ___ No ___

If yes, please list all items _____

Please list any medical conditions or other pertinent information about your child that we should be aware of (ie. heart disease, diabetes, epilepsy, asthma, motion sickness, eye/ear problems etc.)?

Does your child be take any medication (including over the counter medication)? Yes ___ No ___ Please list medication _____

Medication Authorization form - page 7 - must be completed for your child to take any medication, including over the counter medication, on the field trip.)

Physician's Name _____ Office Phone _____
 Dentist's Name _____ Office Phone _____

MEDICAL INSURANCE INFORMATION

_____	_____	_____	_____
Name of Medical Insurance	Membership Number	Insurance Phone #	Name of Policy Holder
_____	_____	_____	_____
Name of Medical Insurance	Membership Number	Insurance Phone #	Name of Policy Holder

I/We being the parent(s)/guardian(s) of _____ do hereby give him/her permission to participate in the Griswold Middle School Washington, D.C. Trip. I/We have reviewed the attached information and trip itinerary and know it is approved by the Rocky Hill Board of Education. I/We hereby agree to assume full responsibility for and hold harmless and indemnify the Town of Rocky Hill, the Rocky Hill Board of Education and the employees and agents thereof from any damages or injuries my child may incur and/or cause while participating in this trip.

*Date _____ Parent/Guardian Signature _____

In the event of an emergency during which we cannot be reached, we hereby give permission to the bearer of this form to allow any doctor or medical facility to administer an anesthetic and perform emergency procedures as may be necessary for our child _____.

I will not hold the school district, school officials or agents thereof, financially responsible for whatever emergency care may be provided.

*Date _____ Parent/ Guardian Signature _____

DUE March 10, 2017

ONE MEDICATION PER FORM

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

Connecticut State Law and Regulations 10-212(a) require a written medication order of an authorized prescriber, (physician, dentist, optometrist, advanced practice registered nurse or physician's assistant, and for interscholastic and intramural athletic events only, a podiatrist) and parent/ guardian written authorization, for the nurse, or in the absence of the nurse, designated qualified personnel to administer medication. Medications must be brought in the original properly labeled container and dispensed by a physician/pharmacist.

FOR ALL MEDICATION INCLUDING OVER THE COUNTER MEDICATION PRESCRIBER'S AUTHORIZATION/MEDICATION PLAN

Name of Student: _____ Date of Birth: ___/___/___
 ALLERGIES: NO YES (specify) _____
 Condition(s) for which drug(s) is being administered: _____
 Drug and Generic Name (Both required by State of CT): _____
 Dose: _____ Route: _____
 Time of administration: _____ If PRN, Frequency _____
 Relevant side effect: None expected Specify: _____

*If permitted to self administer medication, please note below.

WASHINGTON FIELD TRIP

Medication(s) shall be administered from: May 30, 2017 to June 2, 2017
 Month/Day/Year Month/Day/Year

Prescriber's Name/Title _____
 (Type or print)

Telephone: _____ Fax: _____

Prescriber's Signature: _____ Date: _____

PARENT/GUARDIAN AUTHORIZATION

I hereby request that the above ordered medication be administered by school personnel. I understand that I must supply the school with no more than a 4 day supply of medication. I understand that this medication will be destroyed if not picked up within one week following termination of order or end of school. I give permission for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication. I understand how the above medication is to be administered including the condition, dosage, time frequency, route and relevant side effects.

Please complete and sign:

Please administer the above medication on days with: Field Trips: YES Overnight Trips: YES

Parent/Guardian Signature: _____ Date: _____

Parent's Home Phone #: _____ Work #: _____ Cell Phone #: _____

Student Signature: _____ Date: _____

*SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL

Self administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the school nurse in accordance with Board policy.

Prescriber's authorization for self administration: YES NO

Parent/Guardian authorization for self administration:	YES	NO		Signature	Date
School nurse approval for self administration:	YES	NO		Signature	Date

MEDICATIONS

In accord with Connecticut law, and Board of Education policy, **no student is allowed to take any medication, including over the counter medication either in school or while participating on a school sponsored function, without the written authorization of a Physician/Dentist/Advanced Practice Registered Nurse/Physician's Assistant, Optometrist and written parent/guardian consent ("AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION ON A FIELD TRIP" form enclosed – PAGE 7).**

*** The school nurse/trained school personnel will supervise the administration of medication.**

*** Medication must be in a properly labeled container from the pharmacy.**

*** The completed " Authorization ..." form – pg. 7), must be delivered to the nurse by Friday, March 10, 2017. (If you would like the nurse/trained school personnel to administer the medication, please deliver the medication with the form.)**

*** No more than a 4 day supply of medication may be brought.**

Please contact Mrs. Telesca, the school nurse, at 860-258-7745 if your child needs to take **any medication, including over the counter medication**, while on the Washington, D.C. Trip.

Student Expectations for Washington Trip Dates, May 30TH – June 2nd

The parent meeting for the DC trip will be held on May 24th at 6:30 in the gymnasium.

In order for a trip of this magnitude to be successful and enjoyable for all, it is necessary that all students and parents understand student expectations while on the trip. ***Please read the following carefully, sign the last page and return the bottom portion to your homeroom teacher by March 10th, 2017.***

Students must keep in mind that while on a field trip, they represent Griswold Middle School. Therefore, their behavior must be the best that it can be. In general, all rules concerning behavior and dress code that apply while in school also apply to all students while on this trip. The specific expectations for this trip are outlined below:

In General

This is a great trip! We want every student to have a wonderful time and to come back with a greater appreciation of our nation's capital city.

- All chaperones are responsible for all students on this trip. Therefore, students are to consider all chaperones as authority figures.
- Students may not bring or purchase any item that would not be allowed at school.
- Students who receive discipline referrals while on the field trip will receive consequences as determined by school administration.

Rooming assignments provided for to the students prior to the trip. While there are no guarantees made, the 8th grade teachers have done their best to accommodate students' requests for rooming assignments. **There will be no changes in room assignments once they are given out. Making changes to one child's room assignment will likely impact others' assignments.**

On the Motor Coach

Safety is our main concern while on the coach. The bus company that Destinations has its own policies and expectations for the use of the coaches. Our students are expected to abide by those policies.

- Students are not to enter their coach unless a chaperone is there to initiate a head count.
- Students are to keep their same seats throughout the trip unless a chaperone changes their seat for medical or disciplinary reasons; therefore, choose your seat wisely.
- Audio players must be used with headphones. Headphones are to be removed from the ears whenever a chaperone, tour guide, or a driver is addressing students.
- Students must refrain from shouting and disruptive behavior while on the coach.
- The aisle of the coach must be free of any bags, debris of any kind and students' legs for safety reasons. Students are expected to clean up after themselves and deposit trash in the proper place.
- Company policy prohibits the use of flash cameras on the coach.
- It is not advisable to take expensive items with you on the trip. Neither the bus company, Destinations Unlimited nor Griswold Middle School are responsible for lost or stolen items.
- There is no gum chewing or dairy products allowed on the bus. (Bus company policy).
- No glass bottles are allowed on the bus.
- Only G, PG and PG13 movies are allowed to be shown on the bus ***provided they are pre-approved by GMS staff.*** Personal video players are prohibited.
- Cell phones are only to be used in case of an emergency.

At the Hotel

Students are expected to conduct themselves appropriately at the hotel. A security guard will be on night duty on each floor that houses our students. The guards will report any problems to the chaperones each morning. If the need arises, chaperones will be informed of any problems as they occur during the night.

- Upon entering the hotel, students are to leave their luggage outside and wait while their chaperones inspect the room for any damages.
- Students are to conduct themselves in a quiet and orderly fashion at all times. Students should refrain from running, shouting, or slamming doors, particularly at night.
- Students are expected to be with a chaperone when using soda and ice machines at appropriate times.
- As a courtesy to other guests, the ice and soda machines will be off limits before 7:00 A.M. and after 10:00 P.M. Ice and soda for the evening can be purchased in the afternoon before we leave for the evening activities if time permits.
- Once in their rooms for the night, students may not leave for any reason other than a true emergency.
- Students are not allowed to use room phones to make calls other than to their chaperones.
- Room televisions are to be used only to view standard programming.
- Students may not open their doors to anyone other than a chaperone. This includes security guards.
- Students may not call each other's rooms or the front desk for any reason. If extra pillows, towels etc., are needed, they are to call their chaperone and their chaperone will take care of their needs.
- Students may only move about the hotel with their chaperone.
- In the morning, students should have everything they need for the day prior to going downstairs for breakfast. They will be dismissed to their busses directly from breakfast and will not be able to go back to their room.
- Rooms should be left orderly each day. Used towels should be placed in the tub, trash in the trash cans, luggage out of the way, etc.
- Check out at the hotel will follow the same procedure at check in. Once the chaperone comes to the room, students will line their luggage in the hallway against the wall and wait in the hall while their chaperone checks the room for any damage, unnecessary clutter and left items.

The Dance

GMS traditionally has a dance for the students on the Washington trip. A DJ will provide the music. This activity is informal and does not require any special dress code.

- Students are to stay in the area of the dance at all times. Students will not be allowed to go to their rooms during the dance.
- The school dress code is in effect during the dance.
- No provocative or inappropriate dancing is allowed.
- NO CELL PHONES ALLOWED AT THE DANCE! Students will be removed from the dance if they are found carrying their phone.

Restaurants

During the trip, we will be dining in various restaurants in Washington.

- Students are expected to conduct themselves in a manner that is acceptable for being in a restaurant. This includes maintaining a reasonable speaking volume and refraining from disruptive or inappropriate behavior.
- Students must inform their chaperone when leaving the dining area to use the lavatory. Students should travel in pairs when they need to use the lavatory.

Sightseeing

Students will be informed of all time limits and meeting points before departing their busses. A meeting spot will be designated upon arrival to our tour area. Students are expected to follow their chaperone's directions at all times.

- In the event that a student gets separated from the group, he/she should go to the designated meeting point and wait for a chaperone to come. Do not try to find the group by leaving the area.
- Do not talk to any strangers or give personal information to anyone, including students from other schools. Inform a chaperone if any stranger approaches you.
- Students are expected to show the proper respect at such sights as cemeteries and memorials. This includes maintaining appropriate speaking volume, refraining from running or disruptive behavior and following all rules for the particular location we are visiting.
- No hats are allowed at cemeteries and memorials or anywhere there is a roof overhead.
- Washington in May and June can be very hot and sunny. Precautions should be taken to prevent overheating and sunburn.
- **Due to the high security at most places in D.C., students must be prepared to follow all security requirements and should not make comments that could draw the attention of security personnel.**

Thank you for taking the time to read this document. Our rules and expectations are designed to make this an enjoyable and safe trip for all.

Please direct any questions to Mrs. Skelly at GMS.

Reminder, the final parent/student/chaperone meeting will be held on May 25, 2016 at 6:30. At this time, luggage tags and information will be given. If you can't make this important meeting, please let Mrs. Skelly know.

Student Name: _____ HR: _____

Please tear off this portion and submit it to your homeroom teacher by **March 10th, 2017.**

I have read and understand the expectations for the eighth grade trip to Washington.

Parent Signature

Student Signature

Important Dates for Washington, D.C. Trip

FORM	Page of Packet	Deadline
*Student Permission Form to Attend D.C. Trip	5	October 28, 2016
Chaperone Volunteer Form	4	October 28, 2016
First Payment	4	October 28, 2016
*Optional Travel Protection Plan Form	3	October 28, 2016
Second Payment	4	January 6, 2017
*Medical Treatment Consent	6	March 10, 2017
*Medication Authorization	7	March 10, 2017
Final Payment	4	March 10, 2017
Behavioral Expectations	11	March 10, 2017
<u>Mandatory Parent and Student Meeting held in the GMS Gymnasium</u>		Wednesday, May 24, 2017 at 6:30 p.m.

* Indicates parent signature required

Please Note: Deadlines must be met so that we may plan for each student's attendance and participation in Washington, D.C.

7/12/2016



P.O. Box 281
Plymouth, CT 06782
(860) 283-0397
1-800-246-1546

Griswold Middle School
Washington, DC
May 30-June 2, 2017
Tentative Itinerary

DATE:	TIME:	
Tuesday May 30	6:45 am	Motorcoaches arrive for boarding
	7:00 am	Depart School Lunch stop enroute (Lunch is not included in tour cost.)
	3:30 pm	Arrival at your hotel The Sheraton Pentagon City 900 S. Orme St, Arlington, VA (703) 521-1900
	5:30 pm	Dinner at your hotel
	8:00 pm	Performance of "Shear Madness" at the Kennedy for Performing Arts
	Wednesday May 31	7:00 am
8:15 am		Visit Arlington National Cemetery
10:30 am		Visit the Smithsonian Museums in chaperone groups.
10:30 am		Bus #1 The National Museum of Natural History Bus #2 The National Museum of American History Bus #3 The National Air & Space Museum
12:00 pm		Bus #2 The National Museum of Natural History Bus #1 The National Museum of American History Bus #3 The National Museum of the American Indian Lunch will be at one of the museum eateries. (Each passenger will be given \$10 to purchase lunch.)
1:30 pm		Bus #3 The National Museum of Natural History Bus #1 The National Air & Space Museum Bus #2 The National Museum of the American Indian
3:00 pm		Bus #3 The National Museum of American History Bus #2 The National Air & Space Museum Bus #1 The National Museum of the American Indian

Griswold Middle School
 Washington, DC
 May 30-June 2, 2017
 Page 2

DATE:	TIME:	
	6:30 pm	Dinner at Buca di Beppo
	8:00 pm	Guided Illumination Tour including The WWII Memorial, The Korean Memorial and the Lincoln Memorial. (All sites are under the jurisdiction of the National Park Service, the Capitol Police, and other government entities. Our visitation is based on their requirements and restrictions.)
Thursday June 1	10:00 pm	Approximate return to your hotel
	7:30 am	Full American breakfast at your hotel
	9:00 am	Guided City tour including The Marine Memorial (Iwo Jima), The Vietnam Memorial, The FDR Memorial, The Jefferson Memorial and The Martin Luther King Memorial. (All sites are under the jurisdiction of the National Park Service, the Capitol Police, and other government entities. Our visitation is based on their requirements and restrictions.)
		Lunch at The Reagan Building Food Court (Each passenger will be given \$10 to purchase lunch.)
		Visit to the National Archives (based on availability)
	2:00 pm	The US Capitol Visitors Center and Tour (Based on availability)
	5:00 pm	Return to hotel to freshen up for your dance
	6:45 pm	Pizza Dinner and private DJ Dance at your hotel
Friday June 2	10:00 pm	Conclusion of event
	7:30 am	Full American breakfast at your hotel
	8:15 am	Depart
	9:00 am	The National Zoo
	11:30 am	Depart
		Lunch stop enroute (Each passenger will be given \$10 to purchase lunch.)
	7:30 pm	Approximate arrival at Griswold Middle School

NOTE: All times are approximate and will be dependent upon traffic, weather, road conditions and unforeseen circumstances. All touring inclusions are based upon our ability to safely accomplish the itinerary.