

Grafton Middle School
Grade 8 Washington, DC Trip
May 22 - May 25, 2019

Roommate Selection Form

Please fill out this sheet indicating your choice of roommates for the Grade 8 Washington DC Trip. You are guaranteed to be placed with at least 1 person from your list.

We will do our best to place you in a room according to your selection. However, you should understand that the final room assignments will be determined by administration and the eighth grade teachers. There is no guarantee that you will be placed in a room with all of the students you list on this form.

I would most like to room with the following 5 students.

1. _____
2. _____
3. _____
4. _____
5. _____

Be sure to think carefully about your roommate selection as you will be spending a lot of time with the other people in your room.

Parents: By signing below you indicate that you are in agreement with your child's choices for possible roommates. Please indicate privately to Mrs. Kurposka if there are outside situations that need to be considered while setting up rooming groups.

Please circle one: Double (\$880) Triple(\$805) Quadruple (\$729)

Student Name (please print): _____

Parent Signature: _____ Date: _____

**Roommate Selection Forms must be returned to the main office
by Wednesday, February 27th.**

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Student Behavioral Expectations Contract

As a willing participant in Grafton Middle School's Grade 8 voluntary class field trip to Washington, DC May 23 - May 26, 2018, **I agree that the school personnel and chaperones have the right to determine and enforce any and all rules necessary to running this trip.** I am aware that this is a school related activity, and therefore, **all Grafton Middle School rules, as established in the Grafton Middle School Student Handbook, are in effect during the entire period of the trip.** I also understand that, while traveling, situations may occur that are not addressed in the Grafton Middle School Student Handbook.

In all situations, I agree to adhere to the guidelines and expectations set forth by the advisors/chaperones. Therefore, **appropriate in-school behavior is required 24 hours per day.** I realize that my participation in the trip may be terminated at any time for just cause, and I will be personally responsible for any costs my removal may cause.

If a student faces disciplinary action leading to suspension following February vacation week and prior to the departure date, he or she will not be able to attend the trip and all funds will be forfeited. Your deposit is acknowledgement of this behavior clause.

I understand my obligations to adhere to all of the school rules in the Grafton Middle School Student Handbook.

(Student's Name - Please Print)

(Student's Signature)

(Date)

Attention Parent/Guardian:

I certify that I, the parent/guardian of the participant (student) named above, have read the foregoing release and grant my full consent to all actions provided for therein.

(Parent/Guardian Name - Please Print)

(Parent/Guardian Signature)

(Date)

(Home Phone)

(Work Phone)

(Cell Phone)

I have reviewed/read the Grafton Middle School Student Handbook: _____

(Please initial)

This Student Behavioral Expectations Contract must be returned to the main office by Wednesday, February 27th.

Guidelines and Expectations for the 8th Grade Washington DC Field Trip

This information must be reviewed by all attending students and parents.

Arrive at school at least 20 minutes before departure time on 5/22/18.

Meals - You will be responsible for lunches on the trip. Breakfast will be provided each morning at the hotel, and dinners will be provided each night as part of the package.

Safety - Please remain with your group and chaperones at all times. This means that you are always within sight of your group and remain visible to the chaperone at all times. If you are instructed to remain in one place, you must do so.

Room Maintenance - We expect that you keep your room neat and clean. Any extra charges (phone calls, room service, etc.) will be your responsibility upon checkout. Any damages to buses or hotel rooms will be your responsibility.

Hotel Behavior - Once you enter your room, you must not leave for any reason other than an emergency situation. You will be told the location of chaperones on your floor, and security will be present on each floor. There will be room checks, and lights out means there should no noise coming from your room, including the use of electronic equipment or room devices.

General Behavior - This is a school-sponsored trip and all school rules apply. We would like to remind you that you represent Grafton Middle School and hope that your attitude, behavior, and language will reflect the pride you have for yourself, your school, and your town. The possession of alcohol or drugs is strictly forbidden. Any disciplinary action will be in accordance with school policy and a call will be placed home. Furthermore, it is important for you to realize that inappropriate behavior will result in your removal from group activities, and the remainder of your trip will be spent with an adult.

School - It is important that all students be in school on the first school day after the trip. You are already missing 3 days of in-school classes, although our field trip is in and of itself a historical and educational classroom on the road. There will be assignments on the road as well. You are responsible for all make-up work that may have been missed while on the field trip. It would be wise to make these arrangements in advance.

Important Information Leading Up To The Trip

Per the Grafton Middle School Handbook

To prepare all students to be life-long learners and responsible citizens.

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OVERNIGHT FIELD TRIP MEDICATION PROCEDURE

Dear Parent/Guardian,

Please carefully read the following procedure (consistent with Massachusetts Law 105 CMR 210.000) that must be followed for the administration of medication to students who take part in overnight field trips sponsored by the Grafton Public Schools:

1. ***Please send only essential medications on the field trip.***
2. If your child must take **daily** medication during the field trip:
 - Please complete the attached "Medication Administration Form for Overnight Field Trip" and fill in all medications that your child will take on the trip. **We will accept only those forms that are fully completed and signed by both you and your child's healthcare provider giving consent to your child to self-administer medications.** All paperwork must be received **A MONTH BEFORE** the date that the field trip departs. Time is needed for forms to be reviewed to ensure required information and signatures are complete. If forms are not complete, medication can not be taken on the trip.
 - All prescription medications must be in their original pharmacy labeled container with your child's name, the name of the medication, and the time he/she is to take it. In the container should be only the exact number of pills the student will need for the days of the trip.
3. All medications must be received by the school nurse **THE WEEK BEFORE** the date that the field trip departs.
4. During the trip, a designated staff person will carry all medications (except for inhalers and Epipens approved for self-administration). Your child will need to come to the staff person at the scheduled time and self-administer the medication from the pharmacy labeled container. The staff person will make every reasonable effort to remind your child to take their medication at the scheduled time. **However, it is very important that you talk with your child so that he/she understands and complies with this procedure. It is your child's responsibility to see the designated staff person in order to take the medication.**
5. If your child usually carries an inhaler for asthma or allergies, please make sure that it has enough medication to cover your child for the duration of this field trip. **Please be sure to check the expiration date.** Your child may keep all inhaled medications on their person if you and the healthcare provider have given written consent on the "Medication Administration Form for Overnight Field Trip" form.

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MEDICAL RELEASE

I hereby give permission for any and all medical attention necessary to be administered to my child (child's name) _____ in the event of accident, injury, sickness, etc., under the direction of either of the person(s) designated below, until such time as I may be contacted. If neither of the person(s) designated below can be contacted, I give permission for treatment of my child as may be required subsequent to a determination made by the appropriate health care professional who is present. I also hereby assume responsibility for payment of such treatment.

My name: _____ Relation to child: _____

Phone (H): _____ (C): _____

My address: _____

City: _____ State: _____ Zip: _____

My insurance company is: _____

My insurance policy number is: _____

In case I cannot be reached, the following is designated for Emergency Contact:

Name: _____ Phone: _____

Name: _____ Phone: _____

My physician: _____ Phone: _____

Physician's address: _____

Known allergies of child: _____

Medications they take: _____

Signature (parent): _____ Date: _____

Parent's name (print): _____

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MEDICATION ADMINISTRATION FORM for OVERNIGHT FIELD TRIP

(Must be completed and signed by **both** Healthcare Provider and Parent/Guardian)

Student: _____ Date of Birth _____

Address: _____

1. Name of Medication & **Dosage**: _____

Time to be taken: _____

Reason for Medication: _____

Side effects and contraindications: _____

2. Name of Medication & **Dosage**: _____

Time to be taken: _____

Reason for Medication: _____

Side effects and contraindications: _____

3. Name of Medication & **Dosage**: _____

Time to be taken: _____

Reason for Medication: _____

Side effects and contraindications: _____

HEALTHCARE PROVIDER AUTHORIZATION: I authorize _____ (student's name) to be given the above listed medications by the field trip nurse. If these medications include an inhaler (e.g., albuterol) and /or emergency epinephrine (e.g., EpiPen) for diagnosed life-threatening allergies, I authorize that she/he may carry this/these medications during the field trip.

Signature: _____ Date: _____

PARENT CONSENT: I authorize _____ (student's name) to be given the above listed medications by the field trip nurse. If these medications include an inhaler (e.g., albuterol) and /or emergency epinephrine (e.g., EpiPen) for diagnosed life-threatening allergies, I authorize that she/he may carry this/these medications during the field trip.

Signature: _____ Date: _____ Relationship _____

**All medical forms must be returned to the Main Office
by Wednesday, February 27th.**

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Commonly Asked Questions - Grade 8 Washington DC Trip

1. Who will chaperone?

Grafton Middle School staff and parent/guardian chaperones. Parents/Guardians must submit a Parent/Guardian Chaperone Application by Friday, October 13 , 2017. The number of chaperones will be based on the number of students attending, and to maintain the 10:1 student:chaperone ratio.

2. Do the chaperones purchase tickets?

No, the cost is free for the Grafton Middle School staff and parent/guardian chaperones.

3. Where will the chaperones stay?

Each staff and parent/guardian chaperone will share a hotel room with another adult chaperone in the same hotel and on the same floor as students.

4. What is the ratio between students and chaperone?

10 students per each chaperone.

5. What are the overnight accommodations?

The overnight accommodations are located at the Harborside Hotel in Oxon Hills, MD. All female students will be located on one floor, and all male students will be located on another floor. The same gender chaperones will be located on the same floors as the students. The students will stay in a quad hotel room (4 students per room). Parents may choose to pay for a room with 3 students or a double (2 students) at a higher payment rate, as reflected on the trip flyer included in this packet.

6. Who will select the student rooms?

The students will indicate their roommate wish list and the teachers will take that into consideration when assigning rooms and groups. Every effort will be made to place the students with at least one friend. Final room assignments will be determined by school administration.

7. What about fundraising?

Fundraising will occur through the school year. Students may also request the trip as a gift for a special occasion or raise funds through other efforts, such as home and safe, parent/guardian approved neighborhood/community jobs.

8. What about students with disciplinary issues?

An administrator will decide if it is safe and appropriate for a student to attend the trip. Student behavior must follow the code of conduct sited in the Grafton Middle School Student Handbook before and during the trip.

9. What about students with special needs?

Every effort will be made to ensure that students with special needs may attend the trip.

10. What about students with food allergies?

The school nurse and teachers have a safety plan in place for students with a food allergy.

11. Will students be safe?

Safety and security are a top priority. Every chaperone will be trained with contingency plans. An administrator and a nurse will be on the trip. Colpitts Travel provides hallway guards 10pm - 3am to ensure that students remain in their rooms.

12. Can parents attend?

If a parent wants to attend, he/she may purchase a ticket and come on the trip at the double-occupancy rate of \$775 per person.

13. Would any adults stay in rooms with students?

Only a parent may room with his/her child in a family room at the double-occupancy rate of \$775 per person.

14. What is the transportation to, from and during the trip?

Travel is by bus. The bus company is King Ward Coach Company.

15. Can the trip be longer?

We selected the 4 days/3 nights trip in order to keep the trip affordable for the most students possible.

16. Can the students bring spending money?

Yes, it is recommended that students bring no more than \$50 plus money for lunch each day (which may be estimated at \$10 per day).

17. Can parents contact their child while they are on the trip?

Yes, students are allowed to use their cell phones throughout the trip. However, since this is a school-sponsored event, we reserve the right to ask students to put their phones away while touring our nation's capitol. Students will be given ample time for "selfies" and photo ops! Administration and staff chaperones will also post photos and messages on both the Grafton Middle School Facebook and Twitter accounts.

To prepare all students to be lifelong learners and responsible citizens.