

Old Tappan School District

Charles De Wolf School

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April 24, 2019

Dear 8th Grade Families:

The 8th grade class trip is almost here. Attached to this memo are the following forms, some of which need to be returned by Thursday, May 23, 2019:

- 8th Grade Class Trip Permission and Acknowledgement Form (return this)
- Trip Behavior Guidelines
- Student & Parent Contact
- Luggage and Student Drop Off Policy (return this)
- 2019 Dress Code and Cell Phone/Electronics Usage Policy
- Suggested Packing List
- Administration of Medications Form (return this, if necessary, to nurse by Thurs, May 23)
- Itinerary

Please complete the Administration of Medications form only if your child requires any type of medication (including prescription and any over the counter medications, such as Tylenol, Advil, Benadryl, etc.) and the nurse does not currently have a form on file. Please make sure all medications are given to Mrs. McCarthy (the school nurse) in original containers from the pharmacy. Please label any OTC medications. NO MEDICATIONS MAY BE IN THE POSSESSION OF THE CHILD. Medications need to be given to the school nurse at least one day (Tuesday, June 4, 2019) prior to the trip.

Students must report to school at 7:00 a.m. on Wednesday, June 5, 2019, so that backpack/tote bag searches may begin. Please do not arrive at the school any earlier than 7:00am. BE SURE TO READ THE ATTACHED LUGGAGE AND STUDENT DROP OFF POLICY. Carefully review it and return the slip by May 23, 2019. Buses are expected to depart CDW at 7:30 a.m. (or earlier, if we are ready). If any prohibited items, including alcoholic beverages, drugs, and/or tobacco products are found in your child's bag, he/she will be prohibited from attending the trip and will receive a disciplinary consequence from the school. All prohibited items of any kind will be confiscated immediately.

Buses are scheduled to depart the National Zoo on Friday, June 8, at 11:30 a.m. and will arrive back in Old Tappan around 5:00 p.m., depending on traffic. Please be prompt at pick up. A final notice of itinerary, hotel address and phone number, and last minute instructions will be sent home via email on Tuesday, June 5th. If you have any questions, please contact me at johnsondg@nvnet.org.

Sincerely,

Dan Johnson - 8th Grade Trip Coordinator

8th GRADE CLASS TRIP PERMISSION AND ACKNOWLEDGEMENT FORM

TO BE RETURNED BY WEDNESDAY, MAY 23, 2019

I give my permission for my child (print name): _____ to attend the 8th grade trip to WASHINGTON, D.C. on June 5-7, 2019. I understand my child will be staying at the Best Western Mount Vernon in Alexandria, VA. I agree to all rules and guidelines pertaining to my child on this trip.

PRINT PARENT NAME: _____

PARENT SIGNATURE: _____ DATE: _____

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

EMERGENCY CONTACT & PHONE: _____

DOCTOR: _____

PHONE: _____

Any allergies/conditions your child may have that the chaperones need to be made aware of?

Any special needs/diet requests?

Parent or Guardian Signature: _____

*I've read the information with my parents and agree to comply with the rules and regulations. If I misbehave in anyway, I agree to any consequences as stated by the chaperones and included on the student contract.

Child's Name: _____

Signature: _____ Date: _____

TRIP BEHAVIOR GUIDELINES

Please read carefully.

1. Students are subject to the authority of the chaperoning teachers at all times.
2. There will be a curfew of 10:30 p.m. on Wednesday, June 5, and Thursday, June 6. At that time, you must be inside your hotel room, unless you have special permission from your teachers. Students must be quiet in the hotel after 10:00 p.m, as there will be other guests staying in the hotel. There should be no running, shouting, slamming doors, loud music, televisions.
3. Students may not leave their hotel room for any reason, with the exception of illness or some other emergency, once bed check has been made. The hotel staff and security guards on duty have been instructed to report any violations to the teachers.
4. Students are NOT allowed to change their assigned rooms.
5. Students are responsible for any damage to a hotel room or property. Removing hotel items from the room is considered stealing. Inspect your room carefully upon check-in and report any damage to the teachers before you settle in.
6. You may not have gum or drinks of any kind on the bus. Water will be supplied. **Students will be bringing their own lunch for the first day of the trip, Wednesday June 5, 2019.** Please be sensitive to any students with allergies. We will not be stopping at rest stops along the way for food.
7. The possession and consumption of alcoholic beverages is strictly forbidden. Students violating this rule will be sent home immediately. If alcoholic beverages are found in the room, ALL students assigned to the room will be sent home.
8. Smoking and/or possession of any tobacco products is strictly forbidden.
9. Use or possession of drugs is forbidden. Carrying or using drugs is an offense that could be punished by immediate imprisonment. The teachers cannot be responsible for any students who violates this law. If such items are found in your possession, the police will be called immediately. Teachers may inspect your luggage or room at any time. You can be asked to empty pockets, bags, backpacks, etc. at any time.
10. Please make sure you are on time! We need to be on the buses at 7:30 a.m. (or earlier) on Wednesday, June 5, 2019.
11. Students should straighten up the room before they leave. Please pick up any towels, and place garbage (food wrappers, bottles) in the garbage cans in the room.
12. Students are not allowed to disappear on their own. All students must travel in groups of two or more. You must take someone with you to any bathroom, and ask a teacher for permission to leave the group.
13. Students are not permitted to leave the hotel or any activity on their own UNDER ANY CIRCUMSTANCES.

14. Students are responsible for their personal belongings and spending money. Students should make certain they have their entire luggage in the right place at the right time.
15. All food items must be in original, sealed packaging. Teachers will confiscate any opened items.
16. Any illness must be reported to a teacher or school nurse immediately.
17. DO NOT USE THE TELEPHONE IN YOUR ROOM TO CALL HOME. If you have need to call home after cell phones have been collected, each teacher will have a cell phone available for use.
18. Students are restricted from ordering room service and/or any media offerings (i.e. movies, video games) from the hotel.
19. Students are expected to show consideration and respect to their fellow students, teachers, bus drivers, hotel staff, tour staff, etc.
20. Make sure you read and understand the Dress Code, Cell phone, and Electronics Device Usage Policies. They will be enforced.

ANY VIOLATIONS OF THESE RULES MAY RESULT IN A CALL HOME TO YOUR PARENTS/GUARDIANS, REMOVAL FROM THE TRIP AND/OR RELATED ACTIVITIES, AS WELL AS ADDITIONAL DISCIPLINARY ACTION.

***IMPORTANT INFORMATION
STUDENT & PARENT CONTRACT**

I understand that my child will comply with all rules and regulations set forth by CDW teachers, Short Hills Tours, and all venues, regarding behavior. These rules include, but are not limited to:

1. Obeying all rules and regulations everywhere and anywhere.
2. Meeting teachers at the assigned times and meeting places.
3. Staying in the assigned room at the hotel. NO SWITCHING.
4. Obeying the 10:30 p.m. "lights out" curfew.
5. Observing the noise policy established by the hotel, teachers, and security guards.
6. Remaining in the room all night, except for an emergency (i.e., illness), in which case, your child should immediately contact the teacher in charge of the floor.
7. Being packed and ready to board the bus at 8:30 a.m. on Friday, June 8, 2019.
8. Not having any prohibited electronic devices.
9. Not touching or using the in-room coffee pot, minibar, telephone, etc.

If my child disobeys any teacher, or breaks any of the above mentioned rules, I understand I will be called and asked to pick my child up, and he/she will not attend any remaining portion of the trip. In the event I choose not to pick my child up, I understand that my child will be excluded from all further 8th grade activities, including the 8th grade breakfast, swim club party, and graduation ceremony.

PLEASE SIGN THAT YOU'VE READ THIS AND AGREE TO THE PROVISIONS ON THE PERMISSION AND ACKNOWLEDGEMENT PAGE

RETURN THE LOWER SLIP BY WEDNESDAY, MAY 23, 2019

Luggage and Student Drop Off Policy

Tuesday, June 4, 2019

- ❖ All overnight luggage MUST be brought to school by 8:30 a.m. on Tuesday, June 4, 2019 - one day before we depart. It will be checked and placed on the appropriate bus on Wednesday, June 5, 2019. Do not put any money in the overnight luggage. Please make sure your child's luggage is identified by a luggage tag with his or her name on it.
- ❖ Students are allowed to bring one backpack/tote on the bus. This item will be checked on Wednesday, June 5, 2019, prior to boarding the buses.
- ❖ On the morning of Wednesday, June 5, 2019, parents will be required to escort their child into the school and be present while their child's backpack/tote is examined. We will also be asking parents to assist in the search of their own child's clothing, etc. While we know this may be an inconvenience for some parents, it is an important and necessary component in the overall safety for your child. If you will be unable to attend, please make arrangements for another responsible adult to escort your child into the school that morning.

RETURN TO SCHOOL BY WEDNESDAY, MAY 23, 2019

I have read and understand the luggage and student drop off policy. I understand that overnight luggage must be brought to school on Tuesday, June 4, 2019, for check in. I also understand that I, or another adult, will be responsible for escorting my child into the building at 7:00 a.m. on Wednesday, June 5.

Child's Name: _____

Parent's Signature: _____

If not escorting own child, name of adult: _____

2019 DRESS CODE

Students must wear the official 8th grade trip t-shirts during all three days of activities. Students are not allowed to alter the t-shirts in any way. Students altering t-shirts may be excluded from trip activities

During the days on June 5, 6, & 7, 2019, students should wear clothing that is reflective of the Charles DeWolf dress code policy. Students should refrain from wearing revealing clothing, including extremely short shorts. They are not appropriate for the venues we will be visiting. Also, the wearing of flip flops is prohibited. Students are encouraged to wear sneakers or comfortable sandals as we will be doing a great deal of walking.

2019 CELL PHONE & ELECTRONICS USAGE POLICY

Students may bring cell phones and cameras. However, cell phones must be turned off in museums and while touring. Cell phones, as well as cameras, will be collected from students prior to lights out on the evenings of June 5, 2019, and June 6, 2019, and returned to them in the morning.

Students are prohibited from bringing personal computers, Chromebooks, tablets of any kind, video cameras, handheld video games, and gaming systems of any kind. Students who bring cameras and cellphones are responsible for these items.

PARENTS: If there is a critical reason to reach your child during daytime hours, please call the school during regular school hours and the lead chaperone will be contacted. **DO NOT CONTACT YOUR CHILD VIA CELL PHONE, AS ALL STUDENTS ARE SUPPOSED TO HAVE THESE DEVICES TURNED OFF DURING TOURING TIMES.** After school hours, please leave a message with the front desk of the hotel (1-781-890-6767)

Please discuss these policies with your child. We want this trip to be both safe and fun, and for that to happen we fully expect the directions to be followed.

SUGGESTED PACKING LIST

Please remember this is a class trip with lots of fun activities. There's no need to overpack. Neat, appropriate, casual dress is fine for the trip.

You will be receiving three t-shirts that you are required to wear on the trip. The t-shirts will be given out on Wednesday, June 5, 2019, when you check in, and you will change into it. On the second day, you are allowed to wear clothes of your choosing that are in alignment with the Charles DeWolf Middle School Dress Code.

We strongly suggest that you have two bags: one for overnight (duffle bags are best) and a small one (tote bag, string backpack) to take on the bus. Your overnight bag **MUST** be brought to school on Tuesday, June 4, 2019, for check in. **Label both bags with your name, address and phone number.**

In your "on the bus bag" please pack:

- Jacket/sweatshirt
- Waterproof jacket or poncho (depending on weather forecast)
- Umbrella (depending on weather forecast)
- Hat
- Sunscreen/sunglasses
- Camera
- Snacks/candy in original, sealed packaging
- Magazine/book
- Money for souvenirs

In your "overnight bag" (WHICH YOU MUST BRING TO SCHOOL BY 8:30 A.M. ON WEDNESDAY, JUNE 5, 2019) you should pack:

- Extra pair sneakers/shoes. We'll be doing lots of walking, so be sure to wear comfy shoes. NO FLIP FLOPS.
- A full change of clothing for Thursday (we will provide the shirt)
- A full change of clothing for Friday (we will provide the shirt)
- Pajamas, slippers
- Personal items: shampoo, contact lens solution, deodorant, makeup, toothbrush, toothpaste, etc.
- Snacks/candy in original, sealed packaging
- Money for hotel vending machine (if one is available)

You will not have access to the overnight bag until we arrive at the hotel on June 5, 2019!

**OLD TAPPAN SCHOOLS
ADMINISTRATION OF MEDICATIONS**

- A. The administration of medication to pupils shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it.
- B. Written statements shall be required of:
1. The prescribing physician - shall include the purpose of the medication, the dosage, and the time at which or special circumstances under which medication shall be administered.
 2. The parent - which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication.
- C. Said medication must be supplied in original container from the pharmacy.
- D. NO medications may be in possession of the child. All medicines should be properly labeled and given to the School Nurse.

MEDICATION REQUEST FORM FROM PHYSICIAN

I request the School Nurse to administer the medication prescribed by me for the period from _____ to _____ for _____.

Date Date Name of pupil

The medication will be supplied by the parents in a bottle properly labeled.

RX: _____

Sig. _____

Signature: _____ M.D.

Doctor's Name _____ M.D.

Date: _____

PARENT RELEASE FOR MEDICATION

I give my permission to the School Nurse to administer the medication, _____, as ordered by Dr. _____. I release the Old Tappan Board of Education and its employees of liability for the administration of said medication.

Parent Signature: _____

Date: _____

In accordance with Board of Education Policy #507

WASHINGTON, D.C. ITINERARY
WEDNESDAY JUNE 5, - FRIDAY JUNE 7, 2019

Hotel: Best Western Mount Vernon
8751 Richmond Hwy
Alexandria, VA 22309
(703) 360-1300

Wednesday, June 5:

Depart CDW at 7:30 a.m.
Students will bring a bag lunch from home, and eat this lunch on the bus
Steven F Udvar-Hazy National Air & Space Museum
Lincoln Memorial, Korean & Vietnam Veterans Memorials
Dinner at Pentagon City Mall Food Court
FDR Memorial
Walk from Franklin D Roosevelt to Martin Luther King Jr Memorial, as time allows
Arrive at the hotel

Thursday, June 6:

Breakfast at hotel
Arrive at Capitol Building
Environmental VOTE! Program, and US Capitol Tour
Souvenir group photo at the Grant Memorial
Students will receive a \$15 stipend for lunch
Newseum
Smithsonian National Museum of American History
US Holocaust Memorial Museum
White House area walking
National World War II Memorial
Dinner at Uno Kingstowne in Alexandria, VA
Arrive at the hotel

Friday, June 7:

Breakfast at hotel
National Zoo
Depart New England at approx. 11:30am
Students will receive a \$15 stipend for lunch
Arrive at CDW at approx 5:00pm.