

## Grafton Middle School

# Grade 8 Washington DC Trip Registration Form

Grafton Middle School's eighth graders are invited to participate in a voluntary overnight field trip to Washington, DC Wednesday, May 31 - Saturday, June 3, 2017. Completing the registration form below indicates the student's intent to participate in this class trip only. **Please complete and submit this registration form to your child's eighth grade first period teacher by Friday, December 9th.**

Student/Traveler Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Special arrangements, such as financial aid, may be possible for some students with financial need. For further information, contact Roseanne Kurposka, Principal at 508-839-5420.

**A separate reservation coupon, included in this packet, must be completed and submitted with the \$200 deposit directly to Tasha Gamble, Darren Seely or Adam Tarczuk by December 16, 2016 in order to make a trip reservation.**

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



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**Roommate Selection Form**

Please fill out this sheet indicating your choice of roommates for the Grade 8 Washington DC Trip. Please discuss your choices with your friends ahead of time, as you are most likely to be placed together if all four students' sheets indicate the same choices. If you decide on a group of four, please try to submit your Roommate Selection Forms together at the same time.

We will do our best to place you in a room according to your choices. 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 the students you list on this form.

**I would most like to room with the following three students (in preferential order):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**I would also be willing to room with the following two students:**

1. \_\_\_\_\_

2. \_\_\_\_\_

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.

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

**Roommate Selection Forms must be returned to the main office  
by Friday, March 17th.**

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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 31 - June 3, 2017, **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.

**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)

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## **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 5/31/17.**

**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 Monday following 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: “

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**May 31 - June 3, 2017**

## Parent/Guardian Chaperone Application

Date \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Circle Parent Gender:      Male              Female

Email Address \_\_\_\_\_

Will you be able to attend planning meetings after school or in the evenings? \_\_\_\_\_

Is there anything else we should know or take into consideration when considering you as a chaperone (e.g. You are an EMT, Nurse or Police Officer)?

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### CORI and Fingerprinting Requirement

Although several members of our staff will be present for the Grade 8 Washington DC Trip, we may need volunteers to serve as chaperones as well. All chaperones are required to have a current Criminal Offender Record Information (CORI) form on file with the Grafton Public Schools. If you have not completed a CORI form with the Grafton Public Schools within the last three years, you will need to do so. Please access a CORI form either at the Grafton Public Schools Central Office location in the Municipal Center or in the Grafton Middle School Main Office.

In September 2015, Governor Patrick signed into law Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks." This new law expands on what we as public schools do with

background checks for employees and volunteers. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees in addition to the CORI checks. The new laws also require CHRI fingerprint checks for any volunteers who may have unsupervised contact with students. The State Application Fingerprint Identification System (SAFIS) has been created for this purpose. What this means for us is that all parent chaperone volunteers for the Grade 8 Washington DC Field Trip will need to have fingerprinting done, as well as a CORI.

**IMPORTANT: Only those parents who have been selected as chaperones through a lottery process will need to complete the fingerprinting process. We will notify all chaperone applicants as to whether or not they have been selected by January 31, 2017. We will then share instructions for obtaining your fingerprint testing. Please know that fingerprinting costs \$35.**

For more information on required background checks, please visit [www.mass.gov/edu](http://www.mass.gov/edu) . Click on the icon for *Background Records Check*.

Please return this form by Friday, January 6, 2017. Late applications will not be considered. Parents will be selected by lottery. An approved CORI must be in effect in order to participate in the parent chaperone lottery. If you have questions, please contact Roseanne Kurposka, Principal, at 508-839-5420.

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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, January 6, 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 Holiday Inn Express in Springfield, VA. 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. 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 - 3pm 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 Plymouth Brockton Bus Line.

**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. Administration and staff chaperones will also post photos and messages on both the Grafton Middle School Facebook and Twitter accounts.

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