

May 2019

Dear Parent or Guardian,

 We are very excited to announce a four-day trip to Washington DC this Fall. Trip highlights include a wreath-laying ceremony at the Tomb of the Unknowns at Arlington National Cemetery, a visit to the Law Enforcement Museum, a tour of the National Bureau of Engraving and a chance to join in the celebrations of Veterans Day throughout our nation’s capitol. We will also visit two Washington’s most-coveted attractions: the African-American History and Culture Museum and the National Holocaust Museum.

 ***The trip will be offered to students of the Gifted and Talented team only*** in conjunction with the material presented in Civics and Economics and US History classes and some connection to material presented in other classes as well.

 The cost of the trip will be $600 per student which includes all entrance fees and tickets, transportation, hotel accommodations, and all meals.

 We will need chaperones for our trip and encourage parents and guardians to consider joining us. The charge for chaperones is $600.

 If interested, please return this contract with a $300 non-refundable deposit. The balance will be due at the beginning of September.

 We will be collecting contracts and deposits until Thursday, June 6 or until bus space is filled, whichever comes first. In October, we will hold a mandatory parent-student meeting at the school in the evening. The exact date for this meeting will be announced when we return to school.

 Please contact us with questions you have about this project. More info can be found on the website www.mrprokop.com (Password =2019)

Respectfully,

Tony Prokop

Susan Dickinson

Trip coordinators

**WASHINGTON DC TRIP REGISTRATION**

**STUDENT NAME**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR PARENT OR GUARDIAN TO CHAPERONE:**

\_\_NO

\_\_YES Chaperone: \_\_\_\_\_\_\_\_\_\_\_\_ Relation to student: \_\_\_\_\_\_\_\_

 Phone number: \_\_\_\_\_\_\_ Chaperone e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Chaperones need not send in a deposit at this time*

**REQUEST FOR SPECIAL CONSIDERATION:**

\_\_NO

\_\_YES If you check “yes”, you will be contacted in confidence.

Please leave a phone number where you can be reached to discuss your child’s needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT REQUESTING FINANCIAL ASSISTANCE:**

There is a small amount of privately donated funds available for families who may need help getting their child on the trip. These funds are for students not chaperones, and the amount available varies from year to year depending on the generosity of the donors. NO school or district funds are used for any part of this trip.

If you would like to request financial assistance, check “yes” and indicate a contact phone number. Resources will be spread among students who apply. Those that apply must expect to pay the bulk of their trip costs. If a parent chaperones the trip, the student is not eligible for financial assistance.

***Parents who may wish to donate to this fund can please contact us at the school. Any help for our students will be graciously appreciated!***

\_\_NO Financial assistance is not required.

Attached in my $300 non-refundable deposit

\_\_YES I would like to be contacted concerning financial assistance

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone :\_\_\_\_\_\_\_\_\_\_\_\_

**CONDUCT REQUIREMENTS**

 Trips are designed for the well-behaved majority of our students. A student who cannot consistently demonstrate a willingness to cooperate with or respect the authority of adults in charge may not attend. A lack of cooperation as well as several other misbehaviors can represent a serious problem by jeopardizing safety.

Standards are in effect immediately upon submission of signed contract and deposit.

**A student will be disqualified from the trip for:**

-committing any act requiring a in-school or out of school suspension

(in accordance with the *Student Code of Conduct*)

-being sent out of class more than once from the time the contract and deposit are submitted until the day of the trip

Please keep in mind that if a student receives their 2nd trip to the U-Turn room after submitting their deposit and signed contract, he or she will be disqualified from the trip. A refund is not guaranteed as only money which can be recovered can be refunded.

**A student who has been sent to the U-turn room this year or may have been assigned frequent detentions, may be a student who is demonstrating they are on dangerous ground. Accordingly, parents should weigh this carefully before enrolling their child.**

**Feel free to contact the trip coordinator for any clarification on these expectations prior to submitting a deposit.**

Misbehavior on the trip may require a student to be sent home. If removal is deemed necessary, parents must assume the financial responsibility for removing their child which may include picking up the students and taking them home.

**IF A STUDENT ENROLLS ON THE TRIP AND IS LATER DISQUALIFIED OR DISMISSED BECAUSE OF POOR BEHAVIOR,THEY ARE NOT ENTITLED TO A REFUND UNLESS THEY CAN BE REPLACED BY ANOTHER PAYING STUDENT.**

**I/WE HAVE READ THESE REQUIREMENTS AND DISCUSSED THEM WITH MY/OUR CHILD. I/WE AGREE TO SUPPORT THESE REQUIRMENTS FOR THE TRIP INCLUDING THE REFUND POLICY.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT OR GUARDIAN SIGNATURE DATE**

**MEDICAL POLICIES**

 In the event of a medical problem or illness with a child on the trip, all attempts will be made to contact the parent or guardian immediately. If the parent or guardian cannot be reached, “emergency” contacts will be notified. If unable to contact anyone, it may be necessary to have the child seen by a physician. In such a case, repeated attempts will be made to contact the parents, guardians, or emergency contacts. Until that time, it will be the opinion of the physician in charge that dictates the best course of action for the ill child.

 Once contact is made, the proper course of action will be determined. In most cases, a minor illness can be managed while on the trip. If deemed necessary or appropriate to remove a student due to illness, the parents or guardians must be prepared to pick up the child. **If a child leaves the trip early due to illness, there is no guarantee of any refunds. Only money which is recoverable can be refunded.**

 It is strongly recommended that students have their own medical insurance. Parents without medical coverage for their child must be prepared to pay all costs associated with the diagnosis, treatment, and transportation of their child. **The district or trip coordinator will not be liable for any medical-related costs or bills accrued while on the trip.**

 District policy prohibits children from carrying their own medication (which the exception of severe allergies, asthmatics and diabetics.) Any student needing medication while on the trip must bring in medicines in the original container and present them to the trip coordinator or designee prior to departure. In addition, the district requires a form to be kept on file regarding the distribution of medication. These forms will be available a few weeks prior to the trip.

 A “medical emergency form” must be completed before a student may enroll on the trip. These forms will accompany the chaperone staff while on the trip. They are deemed confidential and will be destroyed once the trip is complete.

 We hope that all students will attend our trips. There are some circumstances where a parents’ presence as their child’s chaperone would be prudent and therefore required. Should these circumstances exist, you will be contacted by the trip coordinator and the situation will be discussed before the child is enrolled

**I/WE HAVE READ THE ABOVE MEDICIAL POLICIES. I/WE AGREE TO SUPPORT THESE POLICIES FOR THE TRIP AND COMPLY WITH THESE DISTRICT GUIDELINES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT OR GUARDIAN SIGNATURE DATE**

**IMPORTANT TRIP POLICIES**

**DRESS CODE**

Comfortable walking shoes are recommended. When outdoors, students are required to wear their colored hoodie which will be provided for them. All theater attendees will be asked to wear a pair of pants (no jeans) and a collared school shirt which is also included in the costs of the trip.

NO JEANS can be worn on the day we travel to Arlington National Cemetery. There will be a special dress requirement for the four students participating in the wreath-laying ceremony. Participants will be contacted about the dress requirements as specified by the US Army.

**LUGGAGE**

Students are permitted ONE carry-on piece. A packing list will be sent home later

**CELL PHONES**

Students may carry cell phones to be used for parent contact at the discretion of the trip coordinators. They are NOT for casual texting or other communications. The school assumes NO responsibility for lost or stolen cell-phones. All cell phones must be registered (a separate form will be sent home later for registering cell phones.)

**SPENDING MONEY**

Spending money is a personal choice. Students are urged not to bring large sums.

**FOOD**

Please do not bring food or candy on the trip. We reserve the right to LIMIT the intake of junk food for students who cannot police their own eating habits.

**PACKING**

Any item not permissible in school may not be brought on the trip with the exception of any musical or electronic devices such as IPODS, MP3s, or the like. These are to be used with earphones and may be used only on the bus or at the hotel.

**ROOMING ARRANGEMENTS**

Students will give input for their preferences, however; the final decision for roommates rests with the trip coordinator. There can be no guarantees about room requests

**I/WE HAVE READ THE ABOVE TRIP POLICIES. I/WE AGREE TO SUPPORT THESE POLICIES FOR THE TRIP**

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**PARENT OR GUARDIAN SIGNATURE DATE**

**TRIP CANCELLATION**

 Events in our country’s past have created a heightened concern about safety and security for our children. How might these events impact our lives?

 Our trips are great opportunities for our students, but under no circumstances will we take chances with the safety and well-being of our students if we feel there is a threat to either. Safety is our paramount concern. If events warrant, we may alter our itinerary or if necessary, cancel our trip

 Please understand that if events beyond our control lead to the cancellation of our trip or portions of our itinerary, we will try and refund as much money as we can recover, but some money may be lost. Show tickets, for instance, are non-refundable by the box office.

 No one has a crystal ball that can predict what is likely to happen in our community or our country between now and the time we take the trip. The events of 9-11 have forced us to rethink many things we once took as “routine” in our lives. We want parents to be comfortable with what we are doing to insure safety and security and accordingly, ask for your support in making these trips possible.

Before signing up for the trip, we ask you have a discussion with your family about these issues. If you have any questions, please contact me at the school prior to sending in your paperwork and payment.

Please return this document along with the rest of the required paperwork.

Thanks for your understanding and support in this matter.

**I/WE HAVE READ THE ABOVE TRIP POLICIES. I/WE AGREE TO SUPPORT THESE POLICIES FOR THE TRIP**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT OR GUARDIAN SIGNATURE DATE**

**TRIP PAYMENT**

 The trip deposit is an endorsement of the goals and policies of the trip. By sending in a deposit, you are authorizing the trip coordinator to make purchases on your child’s behalf including, but not limited to, non-refundable tickets and room reservations.

 You may make the full payment at the time you submit the contract. Installment payments are set up as a convenience to families and the dates for these payments are generated to reflect when money is due to businesses. A small grace period can be granted for extending payment deadlines however; after which, if payments are not made, the trip coordinator reserves the right to consolidate costs and remove your child from the trip. Under these circumstances any payments made to date may not be refunded unless we can replace your child.

 The $600 trip cost is based on a full enrollment. The cost for empty spaces in rooms and busses must be borne by the group, so every effort will be made to keep costs effective by creating waiting lists to fill vacancies. If we do not get a full trip, a slight cost increase may be necessary.

 If a student places a deposit then later does not attend the trip, parents should consult the trip payment policies page of this contract to see if a refund is appropriate. Refunds will NOT be given if a parent withdraws a child because they are not satisfied with room assignments or seating arrangements on busses. If there is any kind of issue in this realm, the parent must communicate this to the trip coordinators before the contract and deposit can be accepted. A discussion at that time will indicate whether any special requests can be accommodated.

Please return this document along with the rest of the required paperwork.

Thanks for your understanding and support in this matter.

**I/WE HAVE READ THE ABOVE TRIP POLICIES. I/WE AGREE TO SUPPORT THESE POLICIES FOR THE TRIP**

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**PARENT OR GUARDIAN SIGNATURE DATE**

**PAYMENT REFUND POLICIES**

At the risk of being redundant, it is necessary to review all scenarios in which a parent may request money to be returned and under what circumstances this may actually happen

**Action Refund Status**

**Parent withdrawing their child** Money recoverable\* at the time of the student’s

**from the trip for any reason** withdrawal will be refunded. If a student is

 replaced by another paying student, a full

 refund will be issued

**Child dismissed for poor** Money recoverable\* at the time is the student’s

**conduct (see guidelines)** dismissal will be refunded. If a student can be

 replaced by another paying student, a full

 refund will be issued

**Child removed due to illness** Money recoverable\* at the time of the student’s

**prior to or during the trip** removable will be refunded. . If a student can be replaced by another paying student, a full

 refund will be issued

**“Wait-listing a student”\*\*** Students on a waiting list will receive a FULL

 refund if they do not make it on the trip

**Trip cancellation by the** Money recoverable\* at the time of the trip’s

**National, state, or local** cancellation will be refunded. It is very likely

**Authorities, or the school** that under these circumstances, most money

**District and their agents** will be lost

\*Recoverable money is money which businesses will willingly refund to our group or money that has not already been spent. MOST money is NOT recoverable

\*\*The existence of a waiting list does not guarantee that there are students willing to replace your child if your child drops off or is removed. It is not the responsibility of the trip coordinators to find a replacement for any child who does not go.

**I/WE HAVE READ THE ABOVE TRIP POLICIES. I/WE AGREE TO SUPPORT THESE POLICIES FOR THE TRIP**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT OR GUARDIAN SIGNATURE DATE**

**WASHINGTON DC TRIP**

**WREATH LAYING CEREMONY**

 On our trip, 4 representatives of PS duPont Middle School will lay a wreath of remembrance at the Tomb of the Unknowns at Arlington National Cemetery. If you are interested in being a member of our school ambassador team, please read the directions below and complete the following application.

 Please understand that the decorum required for this ceremony means a specific dress code for participants. Ladies will be expected to wear a skirt and gentlemen a shirt and tie with dress pants.

 You will be asked to fill out the following application and return it to room 216 before the deadline of Friday, November 1. Your teachers will have to sign off on their subjects to indicate you are in good standing in their classes. Parents should review the application and sign it. Please take the time to make sure your essay is well-written and free of mechanical errors.

 A committee of teachers, who have completed military service, will review all essays and choose 4 students. Essays will be read blindly by the selection committee and ranked. None of your current teachers serves on this selection committee. The recommendations of the selection committee will be forwarded to Mr. Prokop and Ms Dickinson and the winners will be announced in the week following the deadline.

**WASHINGTON DC TRIP**

**WREATH LAYING APPLICATION**

Directions: Please complete the 3 steps below and return this application along with your essay to room 216 by Friday. November 1

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

1. Please have each teacher sign below to indicate your grades are in

good standing and you have demonstrated excellent conduct in their class

 Language Arts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Math \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Science \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Social Studies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Do you have any family members (past or present) YES NO

who are serving or have served in the military?

It is not required that you have family members (past or present) in the military to be eligible to lay the wreath at the Tomb, but if you can answer yes here, please use this spaced to elaborate:

3. Please write a short essay explaining why you would like to participate in the wreath laying ceremony. Confine your essay to no more than 250 words. You may hand-write your essay or type it. Write your essay on separate paper and do not put your name on it. Attach your essay to this application

Parent permission to participate in the ceremony \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_