



September 24, 2018

Dear 8th Grade Parents and Guardians,

We are excited to announce that the 8th Grade Field Trip this year will be to Washington, D.C. on Thursday, March 14 through Friday, March 15, 2019. This trip will be a fantastic learning experience for both students and chaperones. The total cost of the field trip is \$230.00 per student/chaperone. We are working with Holbrook School Tours for this educational trip, and they have already begun planning a very comprehensive itinerary for our students. The exact itinerary will be shared closer to the field trip date, but students will visit the monuments, Arlington National Cemetery, The White House, the U.S. Capitol Building, the Smithsonian museums, and the new Museum of African American History and Culture. During this trip, students will be able to connect with many concepts covered throughout the Social Studies/U.S. History Curriculum and the Civil Rights Unit in Language Arts.

The cost of the trip (\$230.00) covers the hotel, buses, hotel security guards, educational tour guides, the entrance into all venues that charge an admission fee, and all meals except lunch on the first day (students bring a bag lunch from home). To reserve a spot for your student, a minimum non-refundable payment of \$60.00 per person and a completed permission form must be turned in by Friday, November 2nd.

Payments can be completed online through the Wake County Online Payment System (OSP) or by cash/check on the payment collection dates below. The link to the 8th Grade Field Trip OSP can be found on the Apex Middle website. Please make all checks payable to Apex Middle School with your child's name on the memo line.

- **Deposit/First Payment** – Friday, November 2 (\$60.00 non-refundable minimum); completed Field Trip Permission Form must accompany payment
- **Second Payment** – Friday, December 7 (\$85.00 minimum)
- **Final Payment** – Friday, January 25 (remaining balance or \$85.00)

In order to make this a great experience for all students, we need parent chaperones to join us on the trip. If you are willing to serve as a parent chaperone for the field trip, please complete the chaperone interest form and turn in with the first payment. All parent chaperones must be WCPSS approved volunteers. You can complete this registration at any WCPSS school as long as you select Apex Middle School as one of your volunteer locations.

Mark your calendars! There is a Washington D.C. Parent Information Meeting on **Thursday, September 27 at 6:30pm in the Auditorium**. We will have a representative from Holbrook School Tours available to answer any field trip questions. If you have any questions regarding the trip, please contact Mrs. Haller (lhaller@wcpss.net) or Mrs. Jacobs (ccjacobs@wcpss.net).

Sincerely,

The 8th Grade Team

The following items are required to be turned in by Friday, November 2:

- ☐ Completed Field Trip Permission Form (all students)
- ☐ \$60.00 deposit (for each student and chaperone attending)
- ☐ Washington D.C. Field Trip Behavior Contract (all students)
- ☐ Chaperone Interest Form (optional)



PARENTAL CONSENT AND STUDENT MEDICAL INFORMATION FOR SCHOOL TRIPS

- BY SIGNING THIS CONSENT FORM, I CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION BELOW AND THAT ANY INFORMATION I HAVE PROVIDED IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
- I ASSUME RESPONSIBILITY FOR CONTACTING _____ (TEACHER/SPONSOR) IF THERE IS ANY CHANGE TO MY CHILD'S MEDICATIONS, NEED FOR MEDICAL ASSISTANCE, OR MEDICAL CONDITION AFTER I COMPLETE THE HEALTH INFORMATION ON THE BACK OF THIS FORM
- IF THIS FORM IS NOT COMPLETED AND RETURNED BY _____ (DATE MM/DD/YYYY), THE STUDENT WILL NOT BE PERMITTED TO PARTICIPATE AND WILL REMAIN AT SCHOOL IN A SUPERVISED ACTIVITY

School _____ Name of Teacher/Sponsor _____

TRIP/ACTIVITY PLANNED	DATE(S) OF TRIP/ACTIVITY*	PURPOSE OF TRIP/ACTIVITY	TRANSPORTATION (WCPSS Vehicle, Charter Bus/Contract Vehicle, Privately-owned Vehicle**)

*Attached is an itinerary that includes the place or places to be visited, a daily schedule of activities, and the dates, times, and places of departure and return

** When privately-owned vehicles are used for transporting students, only the vehicle owner's liability coverage is applicable to any vehicular accident. When students are transported by vehicles owned by Wake County Public School System, the school system vehicle liability coverage is applicable to any vehicular accident.

Changes/Cancellations

I understand school trips may be canceled when necessary by the principal, superintendent, or board of education. The school system cannot guarantee reimbursement when such cancellations occur. Parents/guardians will be notified of any significant change in plans prior to the school trip.

Expectations and Instructions

I understand the following is expected of the student:

- To follow instructions given by the teachers/chaperones.
- Not to leave or separate from the group without appropriate authorization from a teacher/chaperone.
- Comply with all school and district policies and rules of conduct.

In the event any of the above expectations or instructions are violated, I understand school officials reserve the right to remove the student from the trip and the student will be subject to school disciplinary consequences.

Insurance Coverage

I represent that the student has insurance either through the school system's student insurance program or through my own insurance carrier.

I request that _____ (student) be allowed to participate in the trip and/or activity planned and, recognizing the risks inherent in the trip and/or activity planned, specifically consent to the student's participation. In the event of an accident or a medical emergency, I authorize school officials to seek and consent to emergency medical assistance on the student's behalf. I will assume responsibility for all expenses. I understand that school officials will use the contact information provided below to attempt to contact me in the event of such accident or emergency.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____ Day Phone _____

Home Address _____ Evening Phone _____

Emergency Contact _____ Emergency Phone _____

Name of Insurance Company _____ Policy # _____

School Trip Health Information

- *In the event that the routine medical needs of any student attending the school trip cannot be met by school employees, a licensed nurse may be required to attend. Parents of students with medical needs will be contacted directly by the assigned school nurse.*
- *In the event of an accident or emergency, the below information may also be provided to emergency medical providers as needed.*
- *If your child's medications, need for medical assistance, or medical conditions changes after completing this form, contact _____ (Teacher/Sponsor) and provide updated school trip health information.*

- ☐ Student has no medication(s) and/or needs no medical assistance during this school trip
- ☐ Student requires medication(s) and/or medical assistance during this school trip (*complete information below)
- ☐ Parent/Guardian will be attending the school trip and will provide medication(s) and/or medical assistance for this student

*List all daily and emergency medications (including dosage and time taken) that will be needed during this school trip

Medication	Dosage	Time

Does the student require medical assistance, other than the administration of medication(s)?

☐ Yes ☐ No

If yes, describe: _____

List all allergies:



8th Grade Field Trip: Washington DC March 14-15, 2019

Student Behavior Code of Conduct

1. Bring what you need on the trip but understand that **you are 100% responsible for any items you bring.**
2. You need good walking shoes, and you may want to bring sunscreen, sunglasses, and/or rain gear.
3. Pack your lunch for the bus ride up to DC and make sure it gets on the bus with you. You may have a small carry-on on the bus. Remember: You are responsible for putting your overnight luggage UNDER the bus Thursday morning when you arrive at school!
4. Do not bring excess cash. The trip, including meals, is paid for. You may bring extra cash for snacks, souvenirs, etc. Please make sure you keep it **stored safely.**
5. The behavior expectations are high for this trip. You are representing yourself, your family, your community and Apex Middle School, so act accordingly.
6. Students will respect ALL adults (chaperones, bus drivers, restaurant and hotel employees, museum employees and other tourists). If there is a problem, please locate chaperone/ school staff immediately.
7. Keep the bus neat and clean. Trash must be disposed of properly. Keep your voices at reasonable levels on the bus. Don't use the bus bathroom unless it is an emergency; we will be making periodic stops, so please use the restrooms then.
8. Remember that we are not the only guests in the hotel, museums and memorials. Keep noise levels reasonable for the situation. Share the spaces. Be respectful of small groups that may need to pass through or ahead of our large group.
9. Use electronic devices appropriately for the situation. When we are visiting museums, memorials and other sites, put away your electronic devices and pay attention to the guides/exhibits. Do not use earbuds when touring. You may take photos at appropriate times.
10. You may leave things on the bus during our tours.
11. Stay with your chaperone! He or she will let you know when and IF it is ok to venture out with a buddy. If your chaperone allows you to separate from him/her, you may not leave the building that you are in at the time, and NO student is EVER to be alone (even on a trip to the bathroom). Be sure to know the exact meeting spot and time that you are to return to your chaperone – and be punctual!!!
12. Upon arrival at the hotel Thursday evening, you will stay on the bus while the teachers get the room keys and the driver unloads the luggage from beneath the bus. We will call groups of roommates off the bus to pick up your luggage and go to your room. Curfew will be announced upon arrival at the hotel.
13. Once you are in your hotel room for the night, a teacher will check that everyone is in the room, then no one will be allowed to leave the room for any reason all night. We will be putting tape outside your door and we have hired security guards to patrol the hallways to ensure everyone stays safe and secure. If there is an emergency, call the teacher assigned to your group.
14. Housekeeping will generate room reports Friday morning. If any damage is done to the hotel room, AMS staff will be informed immediately and will address the problem. **Students are financially responsible for any damage while on the trip.**
15. Friday morning will be an early morning! Remember: 4 people must shower, dress, eat breakfast & pack suitcases & be ready to meet the bus at the appointed time. We will have a very full day of touring Washington – so be prepared for the day! Do not stay up late Thursday night!!!!

Student Name (Print): _____ Student Signature: _____

Parent/Guardian Signature: _____ Date: _____