

Derby Middle School Out of State Field Trip and Overnight Trip Request Form

School: Derby Middle School

Principal: Mr. William Vitelli

Trip Organizer Mrs. Kelly Anroman Date(s) of the Trip May 16,17,18 2018

Destination of the Trip Washington D.C.

Grade Level 6 7 ☒ 8 Number of Students 49

Educational Objectives, include pre and post activities Tour the nation's capital visiting museums and monuments that have been covered in the student's curriculum throughout the year.

Students will tour the various war memorials, Holocaust Memorial Museum, Presidential monuments, Arlington Cemetery, visit the White House and Capitol building.

Funding Source(s) Parent contribution and fundraising

Total cost to each student if they are paying all or part of the trip \$545

Cost Breakdown Transportation ☒ Event Fee ☒ Meals ☒ Lodging ☒

Cost of Nurse (if applicable) N/A Funding Source N/A

Name of Transportation Service Provider Hemisphere Travel Number of Buses 1

Cost per Bus Included

Date and Time: Derby Departure 5/16/18 5:00 A.M. Return to Derby 5/18/18 10:00 P.M.

Number of Chaperones 5 Ratio of Chaperones to Students 1 : 10

Completed form should be submitted to the Principal who, if the trip is approved, will forward all materials to the Superintendent of Schools to be presented to the Board of Education for final approval.

Include the information below when submitting this approval form, check off items included

- ☒ Information outlining parental financial responsibility should there be and emergency cancellation
- ☒ Parent / Guardian letter explaining the trip and travel itinerary
- ☒ Parent / Guardian Permission and Acknowledgement of Risk of Student Travel Form
- ☒ Emergency Plan (include medical needs, parent / guardian contact information, access to communication devices, procedures for general potential emergency situations)
- ☒ List of Chaperones Names and Contact Numbers, noting DPS employees
- ☒ Telephone Tree in the event of an emergency

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers and the permission slips.

I / We certify that this trip proposal is in accordance with Derby Public Schools policies and corresponding regulations:

Kelly Ann

Trip Organizer (s) Signature

Approved

Denied

Principals Signature

[Signature]

Date

5/26/17

Approved

Denied

Superintendent's Signature

Date

Comments

Out of State / Overnight Checklist

- ☐ Obtained approval at least three weeks prior to the trip
- ☐ Submitted list of participating students submitted to Principal and Health Office at least two weeks prior to the trip
- ☐ Submitted an updated list of participating students to Principal and Health Office on day of trip, no students should be added to the original list on the day of the trip
- ☐ Arranged substitute teacher with the Principal / designee if needed
- ☐ Arranged instructional and supervisory assignments for students not participating
- ☐ Arranged appropriate number of chaperones and provided orientation
- ☐ Clearly explained expectations to students
- ☐ Received parent permission forms and emergency medical forms

Teacher Directions: After your School Trip Proposal Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel form, and send it home to parents. Only those students whose parents have signed and returned the form to you will be permitted to go on the school trip. You should follow these directions: 1) Use one form per trip; 2) Complete the school portion, (Top half of the form); 3) Duplicate one form per student; and 4) Send a copy home for parent and student signatures.

Parent Guardian Permission and Acknowledgement of Risk for Student Travel

Teacher Directions: After your School Trip Proposal Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel form, and send it home to parents. Only those students whose parents have signed and returned the form to you will be permitted to go on the school trip. You should follow these directions: 1) Use one form per trip; 2) Complete the school portion, (Top half of the form); 3) Duplicate one form per student; and 4) Send a copy home for parent and student signatures.

Parent Directions: Please read this form, and, if you give your child permission to attend the school activity, then sign and return it to your child's teacher.

Date(s) of Trip May 16, 17, 18 2018 Trip Organizer(s) Mrs. Kelly Anroman

Trip Destination Washington D.C.

Educational Objectives Tour the nation's capital visiting monuments, memorial, museums and centers of government that have been introduced through the curriculum during the year.

Supervision

☒ Students will be directly supervised at all times

☐ Students will be directly supervised by adults with the following exceptions _____

☐ A school nurse will be present on this school trip

Transportation Provided ☐ School Bus ☒ Charter Bus ☐ Personal Vehicle ☐ Leased Vehicle

Related Risks ☐ Swimming Pool ☐ Amusement / Theme Park ☐ Beach / Ocean ☒ Other ☐ None
Walking through city

Student Agreement

Student Name _____ Grade _____

While participating on this trip, I will accept responsibility for maintaining conduct in accordance with the Derby Middle School's Code of Conduct and I will follow directions of the school trip organizers / chaperones at all times.

Student Signature _____ Date _____

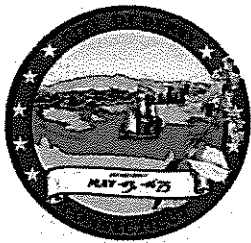
Parent / Guardian Permission

I have read and understand the attached description of the school trip. I also understand that participation in the school trip will involve activities off school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use any non-school property.

I give permission for _____ to participate in all aspects of this school trip.

Parent / Guardian Signature _____ Date _____

Parent Contact Number _____



Derby Middle School

73 Chatfield Street

Derby, CT 06418

(203) 736-1426 (office)

(203) 736-3234 (fax)

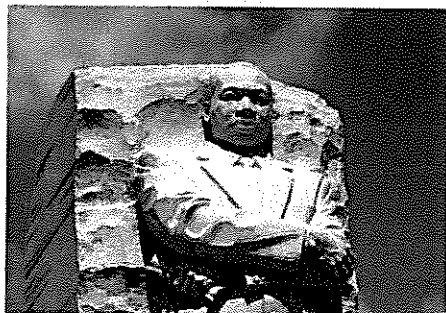
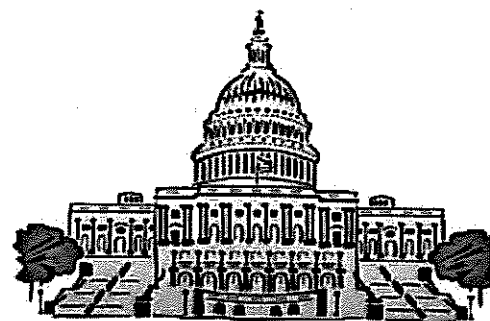
Mr. William Vitelli
Principal

Mr. Sean O'Meara
Dean of Students

Grade 8 Washington D.C. Trip

Dear Seventh Grade Parents and Guardians,

We are very excited to begin the planning for next year's eighth grade Washington D. C. trip. This event takes a year to plan and organize. We are looking for your input now to help us for next year! The preliminary itinerary includes all of the major Washington D.C. sites, the White House, U.S. Capitol, Arlington Cemetery, Holocaust Museum Smithsonian Museum and memorials to our country's leaders, FDR, MLK, and Lincoln. This is a great opportunity for our students to see their curriculum come alive!



The trip travels by coach bus and is chaperoned by staff from Derby Middle School. It is a three day, two night trip. The hotel is close to Washington D. C. for easy access and is monitored by a paid security guard at night. Students that have taken advantage of past trips still have great memories of their learning experience.

In order to determine a final cost for the trip we need to have a count of interested students. The trip is slated to cost somewhere between \$500 and \$600. While this price may seem intimidating it covers all costs for the students during the trip. In addition there are several fundraising opportunities to take advantage of prior to going on the trip. In fact some students have paid all or most of the trip through these activities!

But we need your help; please let us know if this will be a possibility for your student.

NO MONEY IS NECESSARY AT THIS TIME!

Please return just the bottom portion of this letter by **May 19th**, keep the upper portion for your reference

Check the appropriate box

☐

YES! My child is interested in the trip

☐

No my child is not interested

Student's Name _____

Parent/Guardian Name and email _____

For any questions or comments please contact Mrs. Kelly Anroman at kanroman@derbyps.org

Attending all field trips or extra-curricular activities is a privilege. Per administrator's guidelines, any student who is failing one or more classes for the school year may not be eligible to participate in such activities. A student's discipline record and/or inappropriate behavior may also lead to exclusion from such activities.

DERBY PRIDE



1375 E Woodfield Road #530
Schaumburg, IL 60173
(800) 323-6439 Fax (847) 619-0240
www.hemispheretravel.com

Washington DC Tour Parent Letter

Derby Middle School

May 16-18, 2018

(3 Day /2 Night Motorcoach Tour)

Transportation Included:

- Deluxe Motorcoach equipped with air conditioning, reclining seats, lavatory and TV's / DVD
 - Group will have exclusive use of Motorcoach for duration of tour
 - Driver's Hotel Accommodations, Meals, and Gratuities are included

Lodging & Meals Included:

- 2 nights hotel accommodations at a hotel similar to a Holiday Inn
(Occupancy Types: Quad= 4 people per room sharing 2 beds, Triple= 3 people per room sharing 2 beds, Double= 2 people per room with 2 beds, Single= 1 person per room)
- 8 total meals included
 - 2 breakfasts (Deluxe Continental Breakfast at the hotel)
 - 3 lunches (Meal Vouchers)
 - 3 dinners (Spirit Cruise with Dinner and DJ, Student Friendly Restaurant, Meal Money Allowance En Route)

Washington, DC Sites (*sites requiring appointments are based on availability):

- | | |
|--|--|
| • Memorials including Lincoln, Vietnam, Korean, FDR, Iwo Jima, MLK, Pentagon & Einstein Statue | • Capitol Building*, Library of Congress and Supreme Court |
| • National Archives | • White House* |
| • Smithsonian Institution Museums | • United States Holocaust Memorial Museum* |
| • Arlington National Cemetery (Wreath* for ceremony, if confirmed) | • Ford's Theatre and Petersen House |
| | • Shear Madness |
| | • Newseum |

Other Components Included:

- Licensed Professional Tour Director/Guide to accompany group for the duration of the tour.
- Night security guard at the hotel hired specifically for your group (10pm to 5am)
- All taxes and gratuities included
- All tour planning and coordinating.
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and consumer protection policies for the duration of the tour
- Group Photo for each Tour Participant
- Drawstring Backpack
- Access to online payment services for individual participants
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.

Derby Middle School Washington, DC Tour

SAMPLE ITINERARY

Day 1

5:00 AM Deluxe Motorcoach

Deluxe motorcoach equipped with WiFi, air conditioning, reclining seats, lavatory, and TVs and DVD player. We have requested a coach with outlets but it is not guaranteed. Group will have exclusive use of the motorcoach for the duration of the tour.

11:30 AM Approximate Arrival in Washington, DC

11:30 AM White House- Photo Stop Only

The White House is the official residence and principal workplace of the President of the United States. Group to stop for photos in front of the most famous house in America. Make sure to look for secret service men on the roof!

12:30 PM Lunch- Food Coupons Included

1:30 PM Holocaust Museum Permanent Exhibit

The Museum's Permanent Exhibition presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies of the Holocaust, the world's greatest genocide.

Pending Availability

3:30 PM National Archives

The Rotunda of the National Archives Building in downtown Washington, DC, contains the permanent exhibit of the Constitution, Bill of Rights, and the Declaration of Independence. The Public Vaults display over 1,000 fascinating records (originals or reproductions) from the National Archives holdings.

5:00 PM Lincoln Memorial

"In this temple, as in the hearts of the people for whom he saved the Union, the memory of Abraham Lincoln is enshrined forever." Beneath these words, the 16th President of the United States—the Great Emancipator and preserver of the nation during the Civil War—sits immortalized in marble. As an enduring symbol of freedom, the Lincoln Memorial attracts anyone who seeks inspiration and hope.

Korean Memorial

Here, one finds the expression of American gratitude to those who restored freedom to South Korea. Nineteen stainless steel sculptures stand silently under the watchful eye of a sea of faces upon a granite wall—reminders of the human cost of defending freedom. These elements all bear witness to the patriotism, devotion to duty, and courage of Korean War veterans.

Vietnam Memorial

The Vietnam Wall honors members of the U.S. armed forces who fought in the Vietnam War and who died in service or are still unaccounted for. The Memorial Wall, designed by Maya Ying Lin, is made up of two black granite walls. The memorial also includes the Three Soldiers Memorial and the Vietnam Women's Memorial.

Einstein Statue

Located in a grove of trees near the southwest corner on the grounds of the National Academy of Sciences, the Albert Einstein Memorial honors one of the greatest minds in history. Students may climb on the statue making it an ideal group photo opportunity.

Derby Middle School Washington, DC Tour

SAMPLE ITINERARY**7:00 PM Moonlight Splrit Cruise with Dinner and DJ**

Step aboard the Spirit Cruise for delicious dining, dancing, entertainment, and fun! Nothing on land beats an event out on the water making this an unforgettable evening.

10:00 PM Depart for the Hotel**Washington, DC Area Hotel**

Accommodations at a hotel similar to a Hampton Inn and Suites or Holiday Inn Express located in the Washington, DC area. Please note that we do not hold hotel space for a group without a tour commitment; therefore, tour pricing is subject to change in the event that availability changes at the hotel.

10:00 PM Private Overnight Hotel Security for 7 Hours

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

Day 2**7:00 AM Breakfast- Continental Breakfast at the Hotel**

Deluxe Continental Breakfast may include the following: breakfast breads (bagels, english muffins, toast), breakfast pastries, cold cereal, oatmeal, yogurt, muffins, etc. Milk, juice, coffee and tea also available. Continental spreads may vary depending on location.

9:00 AM Arlington National Cemetery

Walk among the headstones that chronicle American History and honor our nation's war heroes. View or participate in a Wreath Ceremony at the Tomb of the Unknown Soldier and witness the Changing of the Guards. Make sure to also visit the Kennedy Grave Sites and the Challenger Memorial.

Wreath provided for Arlington National Cemetery**11:00 AM Iwo Jima Memorial**

One of the first objectives of the Battle of Iwo Jima in the attack was capturing Mount Suribachi, the highest point on the island. On February 23, a flag was raised by five Marines and a Navy corpsman. The raising was witnessed by news photographer Joe Rosenthal whose Pulitzer prize winning picture of the flag raising would become a symbol of the war in the Pacific. This event is immortalized through the Iwo Jima Memorial.

11:30 AM Pentagon Memorial

The Pentagon Memorial park consists of 184 memorial units, each of which are dedicated to an individual victim by its unique placement within the collective field. The field is organized as a timeline of the victims' ages, spanning from the youngest to the oldest. This memorial provides a place for future generations to remember and reflect on September 11, and its significance for us and our nation.

12:30 PM Lunch- Food Coupons Included**1:30 PM Panoramic Color Photo**

Group to meet in front of the Grant Memorial for a group photo in front of the Capitol Building

2:00 PM Capitol Hill Tour

Derby Middle School Washington, DC Tour**SAMPLE ITINERARY**

The Capitol Hill Tour includes a Capitol Building Tour (pending availability), the outside of the US Capitol Building, Capitol Visitor Center, Supreme Court, and the Library of Congress. Groups can view the outside of the buildings on Capitol Hill. If time permits, they may enter the Supreme Court, where they will have access to the Great Hall that features marble busts of the Chief Justices. Groups may also have time to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.

4:00 PM FDR Memorial

Located along the famous Cherry Tree Walk on the Western edge of the Tidal Basin, this is a memorial not only to FDR, but also to the era he represents!

5:00 PM Martin Luther King Jr. National Memorial

The Martin Luther King Jr., Memorial is conceived of as an engaging landscape experience. The composition of the memorial utilizes landscape elements to powerfully convey three fundamental and recurring themes of Dr. King's life: justice, democracy and hope. The circular geometry of the memorial, juxtaposed within the triangular configuration of the site, engages the Tidal Basin and frames views to the water.

6:00 PM Dinner- Student Friendly Restaurant**8:00 PM Shear Madness**

Shear Madness is the uproarious whodunit where the audience gets to solve the crime! The play takes place in a hairstyling salon in present day Washington, DC where a zany crime is committed and you get to help bring the criminal to justice! Filled with a mixture of improvisation and up-to-the-minute spontaneous humor, the play is delightfully different every time you see it!

10:00 PM Return to the Hotel**10:00 PM Private Overnight Hotel Security for 7 Hours**

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

Day 3**7:00 AM Breakfast- Continental Breakfast at the Hotel**

Deluxe Continental Breakfast may include the following: breakfast breads (bagels, english muffins, toast), breakfast pastries, cold cereal, oatmeal, yogurt, muffins, etc. Milk, juice, coffee and tea also available. Continental spreads may vary depending on location.

9:00 AM Ford's Theatre and Petersen House

A visit to Ford's Theatre includes entry to the theatre, the recently renovated Ford's Theatre Museum, the Petersen House, the house where Lincoln died and the Center for Education and Leadership. Your visit may also include a presentation by a National Park Service ranger. Please note that Ford's Theatre is a working theatre, and as such the theatre may close last minute for performances or rehearsals.

11:00 AM Smithsonian Museums on the Mall

Visit the Smithsonian Institute Museums on the National Mall, home of over 140 million objects collected from around the world. Highlights include the Wright Brothers' biplane at the National Air and Space Museum, the Hope diamond at the Museum of Natural History and the original Star Spangled Banner at the newly renovated American History Museum.

Derby Middle School Washington, DC Tour

SAMPLE ITINERARY

12:00 PM **Lunch- Food Coupons Included**

1:00 PM **Newseum**

The Newseum is the world's most interactive museum, where five centuries of news history meets up-to-the-second technology in the heart of Washington, DC. The Newseum's 14 major galleries and 15 theaters will immerse you in the world's greatest news stories — the people, the places and the times.

3:00 PM **Motorcoach Departs for School**

Dinner- \$10 of Meal Money Included

10:00 PM **Approximate Arrival at School**



1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

GROUP TOUR PARTICIPATION AGREEMENT

The undersigned Participant agrees to participate in the following tour subject to the following "Tour Terms and Conditions/ Release Form" on page 3 & 4, and subject to the Tour Contract executed with the Tour Leader:

WEB CODE / ACCOUNT #: 18TA11388

GROUP NAME: Derby Middle School Washington, DC Tour

TOUR DATE(S): Wednesday, May 16, 2018 until Friday, May 18, 2018, 3 Days and 2 Nights

TOUR Leader: Kelly Anroman

PER PERSON PRICING* (Quad = 4 Students Sharing 2 Beds, Triple = 3 Students Sharing 2 Beds, etc)

45-49 Paid Participants Per Coach: Quad: \$545.00

40-44 Paid Participants Per Coach: Quad: \$575.00

35-39 Paid Participants Per Coach: Quad: \$615.00

*Registration is on a first come first served basis. A wait list will be formed if you tour reaches the maximum capacity listed above.

*Prices are based on current taxes and fuel prices. In the event of a tax increase or fuel surcharge, participant will be responsible for the increase in cost.

*Cost per participant is based upon the number of paid participants listed above at the final payment deadline date. If the minimum is not met, the price per person will increase on a pro-rata basis as provided in the Tour Contract executed with the Tour Leader.

*Adults are responsible for single occupancy if they do not have a roommate.

PAYMENT SCHEDULE (payment and forms must be received to be registered):

DEPOSIT #1 DUE: 6/1/2017

AMOUNT: \$50.00 PER PERSON

DEPOSIT #2 DUE: 9/28/2017

AMOUNT: \$100.00 PER PERSON

DEPOSIT #3 DUE: 11/9/2017

AMOUNT: \$150.00 PER PERSON

DEPOSIT #4 DUE: 1/18/2018

AMOUNT: \$150.00 PER PERSON

FINAL PAYMENT: 3/15/2018

AMOUNT: BALANCE DUE. Please refer to Statement for payment amount.

TO REGISTER ONLINE AND PAY BY CREDIT CARD - VISIT www.hemispheretravel.com;

1. Click on the 'Online Payments and Tour Center' button on the right side of our home page.
2. Click here to register or make a payment for a tour.
3. First time users click on the 'First time users click here' link OR enter your login information if you have previously set up an online account.
4. Enter your Web Code - YOUR HEMISPHERE WEB CODE IS 18TA11388. Proceed to enter in the requested information.
5. Once information is completed, you will receive a confirmation email.
6. As a reminder, your registration is not complete until the Permission for Medical Treatment form is completed.
7. You may log into your account by using your email and password to make future payments.

IF PAYING BY CHECK: All checks/money orders must indicate the participant's name, school name and Your Tour Web Code, 18TA11388 on the lower left portion. Please make checks or money orders payable to "HEMISPHERE" and SEND TO: 1375 E. Woodfield Road, Suite 530, Schaumburg, IL 60173. Hemisphere processes all checks immediately. No post-dated checks accepted. The Tour Terms and Conditions Form and Medical Form must be mailed in with your payment.



GROUP TOUR PARTICIPATION AGREEMENT (CON'T)

1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

HEMISPHERE OFFERS OPTIONAL TRAVEL PROTECTION:

The Student Deluxe Plan with Cancel For Any Reason is available for an additional cost.

Refer to your Plan Document for complete plan details and benefits. Plans offer benefits for Trip Cancellation/Interruption and more!

CFAR coverage is 75% of the nonrefundable trip cost. Trip cancellation must be 48 hours or more prior to schedule departure. CFAR must be purchased at the time of plan purchase and with, or before your final payment. This benefit is not available to residents of New York State.

Hemisphere strongly suggests that all participants purchase travel protection to help protect your trip and your investment, as we are not responsible for scenarios that result in tour cancellation and circumstances beyond our control.

The price of the travel protection plan is as follows below, and is based upon the nonrefundable total tour cost which includes hotel/adult supplements. We encourage all travelers to purchase a plan at the time of initial trip deposit. If the tour cost increases, you will be responsible for any additional costs resulting from an increase in premium. Plans offer a 14-day Free-look period.

45-49 Paid Participants Per Coach: Quad: \$31.50

40-44 Paid Participants Per Coach: Quad: \$31.50

35-39 Paid Participants Per Coach: Quad: \$37.50

This product is administered by Travel Insured International Inc.

If you need to file a claim or have any questions about this coverage, please contact

Travel Insured at 1-800-243-3174 ext. 2 - REFER TO GROUP # 73568

WHETHER YOU ACCEPT OR DECLINE THIS PROTECTION PLAN, HEMISPHERE'S CANCELLATION POLICIES WILL APPLY AS OUTLINED BELOW AND ON THE TOUR TERMS AND CONDITIONS FORM, PARAGRAPH 5.

PARTICIPANT CANCELLATION- Cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be mailed to the issuer within thirty (30) days after the scheduled Tour Date. If payments came from multiple issuers, refund will be issued in the participant's name. If a participant is cancelled from the tour by the group's tour leader for any reason, all cancellation charges will still apply. Cancellations received after business hours will be posted on the next business day.

E. If a Participant shall cancel his or her reservation at least seventy-one (71) days prior to the Tour Date, the Participant shall be entitled to a refund of the deposits made, less a fifty (\$50.00) dollar administrative service charge and less any non-refundable deposits and expenses paid on the Participants behalf as provided pursuant to the Tour Contract governing the Tour.

F. If the Participant shall cancel his or her reservation seventy (70) days to forty-six (46) days prior to the Tour Date, the Participant shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on the participants behalf as provided pursuant to the Tour Contract governing the Tour.

G. If a Participant shall cancel his or her reservation forty-five (45) days or less prior to the scheduled Tour Date, the Participant shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.

H All cancellations must be submitted to Hemisphere in writing before any refund will be considered.

STUDENT DELUXE

GROUP TRAVEL PROTECTION



**TRAVEL INSURED
INTERNATIONAL**

A CRUM & FORSTER COMPANY

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Travel Delay – 6 hours	\$750 (\$150/day)
Missed Connection – 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay – 24 hours	\$300
Accident & Sickness Medical Expense	\$25,000
Emergency Evacuation & Repatriation	\$100,000
Non-Insurance Worldwide Emergency Assistance Services	Included
Cancel for Any Reason (CFAR)***	Optional

* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of \$10,000

** For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only

*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. **This benefit is not available to residents of New York State.**

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

Travel Insured International®
P: 800-243-3174

www.travelinsured.com

Details of Coverage

Restrictions apply - see Plan Document for complete coverage details.

Travel Protection

Trip Cancellation/Trip Interruption

Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury or death, which occurs before departure. (Certain exclusions apply)
- Being Hijacked, quarantined, or having to serve on a jury or appear as a witness in court;
- Fire, flood, burglary or other Natural Disaster at your Primary Place of Residence or Destination;
- A documented theft of passports or visas;
- Being directly involved in a traffic accident while en route to Your scheduled point of departure;
- Bankruptcy or Default of an airline or cruise line
- Strike that causes a complete stop of services for at least 18 consecutive hours
- Inclement Weather that causes a complete stop of services for at least 18 consecutive hours
- Being the victim of a Felonious assault within 10 days of the Scheduled Departure Date;
- A Terrorist Incident*
- Your host being unable to accommodate you due to their death or life threatening illness/injury

** Terrorist Incident must occur within 30 days of Your Scheduled Departure Date in a city listed on the itinerary of Your Trip. This same city must not have experienced a Terrorist Incident within the 90 days prior to the Terrorist Incident that is causing Your cancellation of Your Trip. Benefits are not provided if the Travel Supplier offers a substitute itinerary;*

Travel Delay

Reimburses up to \$150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations.
- Local transportation to join the Trip.
- Reasonable additional expenses incurred for meals and lodging.

Missed Connection

Reimburses up to \$500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or tour departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

Baggage Protection

Baggage/Personal Effects:

Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.

Baggage Delay (Outward Journey Only):

Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

Emergency Accident and Sickness Medical Expense:

Up to \$25,000 to cover treatment costs when accident or illness strikes during the trip.

Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

Emergency Medical Evacuation/Repatriation:

Up to \$100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly.

All transportation must be authorized and arranged by the Assistance Company.

Non-Insurance Worldwide Emergency Assistance Services

The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2016. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

TOUR TERMS AND CONDITIONS / RELEASE FORM – MULTI-DAY TOURS

This form must be approved during your online registration or returned to Hemisphere by Jun 1, 2017

1. **NO RESPONSIBILITY FOR LOSSES OR DELAYS.** Hemisphere Travel, Inc. d/b/a Hemisphere Educational Travel ("Hemisphere") acts only in the capacity as agent for the Participant. Hemisphere does not own or operate any ships, airplanes, busses, trains, autos and shall not be liable for any delay, loss or accident occasioned by fault or negligence of any carrier or other person or company obligated to perform transportation services, furnish accommodations, or otherwise in connection with the Tour. Specifically, but not by way of limitation, Hemisphere shall not be responsible for any loss, expense or inconvenience caused by late arrivals and departures or ships, airplanes, busses, trains, autos, or any change of schedule, acts or inaction of carriers, hotels other third parties or other events or occurrences beyond the reasonable control of Hemisphere. Hemisphere shall also not be liable for loss or damage to baggage or any other article of personal property of Participant. The airline tickets issued by the airline shall constitute the sole contract between the airline and the Participant in the Tour relating to transportation. Hemisphere and the transportation company shall have no liability to Participants who are late for departure or who otherwise miss scheduled departures. In most cases, airline tickets are non-refundable, and Hemisphere shall not be held liable if a group or individual loses their tickets. In the event the Tour Group of which Participant is a member shall breach the Tour Contract, all payments made by Participant shall be retained by Hemisphere to be applied to damages incurred by Hemisphere; provided further; that such retention of payment shall not prevent Hemisphere from seeking recovery of additional damages from the Tour Group caused to it by reason of any such breach.
2. **RATE CHANGES, CHANGES TO ITINERARY.** Rates quoted are based on current taxes, tariffs and fuel costs in effect at the present time & are subject to change without notice. In the event of a tax increase or fuel surcharge, participant agrees to pay the additional cost. If participant chooses to cancel due to the increase in cost, all cancellation penalties will apply as listed below in #5. Although no revisions to the itinerary are anticipated, Hemisphere reserves the right to make any changes, with or without notice, that may become necessary, and Participant agrees to pay any additional expenses or costs attributable to such changes in the Itinerary.
3. **RULES APPLICABLE TO TOUR PARTICIPANTS.** Tour leaders, chaperones or school administration have the right to remove a tour participant anytime prior to the tour if the tour participant does not meet school's or group's eligibility or code of conduct requirements and all cancellation penalties will apply. Authorization is hereby given to the tour leaders/chaperones to act on behalf of any participant who shall require hospital, surgical or medical treatment in any situation deemed an emergency by such chaperone. Tour leaders/chaperones are hereby authorized to give non-prescription pain killing remedies to Participants upon request if, in the tour leaders'/chaperones' opinion, such is deemed reasonably necessary. Any medications or medicines a Participant will be taking on Tour, must be submitted to the tour leaders/chaperones prior to commencement of the Tour. The tour leaders/chaperones are to be notified by the Participant of any known allergies to medication. Participant agrees to fully and completely comply with all rules and regulations of various governmental and commercial agencies and that any violation of such rules and regulations, as well as any behavior deemed by the tour leaders/chaperones to be detrimental to the Tour Group, will, at the sole discretion of the tour leaders/chaperones, subject the Participant to immediate suspension and/or dismissal from the Tour. No refunds shall be made in any such event and the Participant, or the parent/guardian of the Participant, will be financially responsible for any costs (including transportation costs) to return the participant and a chaperone home. If the Tour Leader permits the use of iPod's or MP3 players on the Tour, they shall be used with headphones only. Use of drugs, alcohol, possession of explosives, firearms, or any other articles of an illegal nature shall subject the Participant to immediate dismissal from the Group. The Participant is to notify the tour leaders/chaperones of any specific items of food or beverages brought on the Tour to determine whether such items are acceptable. Participant agrees to be responsible for all damages caused by the Participant to the applicable hotel, any hotel room, any motor coach, or any other property. Hemisphere is not responsible or liable for any items lost or stolen while on the tour. The signature below indicates that the participant is permitted to go swimming only with School board approval (if applicable) and only in the presence of their assigned tour leaders or chaperones. Hemisphere, the School, or the tour leaders/chaperones, shall not be liable for any injury/death as a result of swimming (at hotel pool or other water activity on the tour).
4. **DEPOSITS AND PAYMENTS**
 - A. The 1st deposit requested by Hemisphere, must be received by Hemisphere according to the date indicated on the Payment Schedule.
 - B. All deposits shall be sent to Hemisphere (unless otherwise indicated in your tour paperwork.)
 - C. Fund Raising monies will be accepted by Hemisphere prior to the "Final Deposit Due" Date. The Tour Leader will provide a check with the total Fund raising amount and a list of the students' names indicating how much to credit each. An updated "cash received" report to reflect these credits will be sent to the Tour Leader. It is the Tour Leader's responsibility to inform all participants the fundraising amounts they have earned. If participant cancels from tour, all fundraising amounts earned by that participant will be returned to the issuer of the fundraising check less any applicable penalties.
 - D. All Tours must be paid in full by the deadline date listed on the Tour Leader Contract/Group Tour Participation Agreement. A payment made after the final payment deadline date must be in the form of a credit card, money order, cashier's check or cash. No personal checks will be accepted after the final payment deadline date.
 - E. Transfer of money from Participant to Participant in any circumstance is not permitted.
 - F. Deposit dates Indicated on Payment Schedule must be adhered to. **NO EXCEPTIONS.**
 - G. If the final deposit is not made by the due date, the Participant will be canceled from the Tour and all charges below will apply.
 - H. NSF checks and Credit Card Chargebacks will be charged \$35.00 and replacement must be by Cashier's Check or Money Order.
5. **REFUND POLICY, NON-REFUNDABLE PAYMENTS, & CHARGES.** Participant agrees to the following refund policy and non-refundable payments.

GROUP CANCELLATION - all cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be issued and mailed to the issuer(s) within thirty (30) days after the scheduled Tour Date. Cancellations received after business hours will be posted on the next business day.

 - A. If Tour Group cancels due to lack of participation, the group has until 2 weeks after the first scheduled deposit date to cancel without penalty. Lack of participation is defined as a number of paid participants that is less than the lowest tiered pricing indicated on the Group Tour Participation Agreement.
 - B. If Tour Group cancels the Tour at least seventy-one (71) days prior to the Tour Date, due to lack of participation or unforeseen circumstances, Hemisphere will refund an amount equal to the deposits made, less all non-refundable deposits and expenses made on behalf of the group, and less a fifty dollar (\$50.00) per person administrative service charge, as provided in the Tour Contract governing the Tour.
 - C. If Tour Group cancels the Tour seventy (70) days to forty-six (46) days prior to the Tour Date, Tour Group shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on behalf of the group, as provided pursuant to the Tour Contract governing the Tour.
 - D. If a Tour Group cancels the Tour forty-five (45) days or less prior to the scheduled Tour Date, the Tour Group shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.

Emergency Cancellation by Hemisphere. Hemisphere may cancel a Tour by reason of any event or occurrence which it deems to create a concern for travel safety, or if any major component of a Tour (i.e., transportation or accommodations) shall be canceled as a result of any such event. In such event, Hemisphere's sole liability to Participant shall be to refund to Participant such amount as Hemisphere receives as a refund from its vendors applicable to Participant's participation in the Tour, less such administrative fee as it deems necessary to cover Hemisphere's costs to the date of such cancellation in connection with such Tour.

PARTICIPANT CANCELLATION - Cancellations must be submitted to Hemisphere in writing before any refund will be considered. All refund checks will be mailed to the issuer within thirty (30) days after the scheduled Tour Date. If payments came from multiple issuers, refund will be issued in the participant's name. If a participant is cancelled from the tour by the group's tour leader for any reason, all cancellation charges will still apply. Cancellations received after business hours will be posted on the next business day.

 - E. If a Participant shall cancel his or her reservation at least seventy-one (71) days prior to the Tour Date, the Participant shall be entitled to a refund of the deposits made, less a fifty (\$50.00) dollar administrative service charge and less any non-refundable deposits and expenses paid on the Participants behalf as provided pursuant to the Tour Contract governing the Tour.
 - F. If the Participant shall cancel his or her reservation seventy (70) days to forty-six (46) days prior to the Tour Date, the Participant shall be assessed a cancellation charge of 25% of the tour cost plus any non-refundable deposits and expenses made on the participants behalf as provided pursuant to the Tour Contract governing the Tour.
 - G. If a Participant shall cancel his or her reservation forty-five (45) days or less prior to the scheduled Tour Date, the Participant shall be responsible for 100% of the tour cost as provided pursuant to the Tour Contract governing the Tour.
 - H. All cancellations must be submitted to Hemisphere in writing before any refund will be considered.

Tour Participant Replacement Policy (must be approved by Hemisphere Travel and Tour Leader). If a tour participant cancels with a same day replacement less than 45 days prior to the scheduled tour date, the canceling participant shall be entitled to a refund of the deposits made, less a \$100 administrative service charge plus applicable airline ticket name change fees and any additional hotel room charges if an extra hotel room is needed due to the replacement. The refund for the cancelled tour participant will not be issued until the new tour participant is paid in full. The replacement participant will not be charged a \$50 late add fee.
6. **TOUR COSTS- TOUR PRICING IS LOCKED AT FINAL PAYMENT DATE** specified on Tour Leader Contract or Group Participation Agreement (with the exception of any fuel surcharges). Any late cancellations or additions will not affect the final established price at the final payment date. Any new tour participants that sign up for the tour after the final payment deadline date will be charged an additional \$50 fee, plus any additional airfare cost if applicable. The cost of the Tour is based on a certain minimum number of Participants per sightseeing coach, based on the preferred occupancy selected, and is subject to change if less than the stated numbers of Participants agree to participate. In such event, Participant agrees to pay any applicable additional charge as Hemisphere reasonably determines, or in the alternative, Participant may cancel its participation in the Tour and may receive a refund of the deposit, less any applicable charges as above provided. The costs stated herein are for student Participants only. Costs for adult Participants will be greater and will be quoted on request. For Air tours, once the airline reduction date has passed, a new participant will be responsible for any additional airfare to obtain an additional seat, if available.

Authorized FREE tour leaders/chaperones cannot be divided between more than one participant and cannot be redeemable for cash or the reduction in other tour participant's tour costs. The tour leader is considered the First Authorized FREE chaperone. It is the Tour Leader's Responsibility to provide the Chaperone needs indicated on the Tour Leader Contract (Or a minimum of 1 adult for every 15 students).

7. **INSURANCE COVERAGE.** Hemisphere agrees to provide the following insurance coverage for the duration of the Tour: American Income Life Insurance Company-Illness and Accident Policy, covers all Tour Participants for the duration of the Tour for \$5,000.00 for loss of life, \$1,000.00 for illness, \$500.00 Dental caused by accidents, and \$5,000.00 for Medical Expense caused by accidents. Optional Travel Protection is available to Participant for an additional charge. It is important to note that if a medical emergency prevents the student and chaperone to travel back with the group, it will be up to the parents to pay any additional transportation expense for the student and chaperone to return home. By signing this release, I give permission for my child to travel home with the chaperone (without the group). The insurance included as part of the tour package only covers medical expenses and transportation expenses only for an ambulance to the hospital; It does not cover any other form of transportation or lodging expense related to an accident. The Optional Travel Protection offers benefits for accident and sickness medical expense and more.
8. **PROMOTIONAL MATERIAL RELEASE.** The undersigned hereby irrevocably consents to the unrestricted use by Hemisphere, its successors and assigns, of Participant's name and likeness in any and all photographs or video footage of Participant taken on the tour for all advertising purposes, promotional purposes, or purposes of trade in any and all mediums, and the undersigned waives any right to compensation therefore and any right to inspect or approve such pictures, video footage, advertising, material or promotional material used in connection therewith.
9. Acceptance, release and indemnification. in consideration of Hemisphere's acceptance of the below-named participant for participation in the tour, the undersigned hereby agrees to the foregoing tour terms and conditions and waives and releases on behalf of himself or herself and his or her heirs and successors, and agrees to indemnify, Hemisphere Travel, inc., the tour sponsor and the tour leader participating in the tour, their successors and assigns and their shareholders, directors, officers, employees and agents, as applicable, from any and all manners of action, suit, debts, damages, claims and demands whatsoever, in law, in admiralty or in equity, which said participants may have or may hereafter acquire by reason of death or injury as a participant of said tour, loss or damage to property, or otherwise arising out of or in connection with participation in said tour, including, but not limited to, any and all damages claimed for delays and other causes beyond hemisphere's reasonable control. Specifically, but not by way of limitation, neither Hemisphere, the tour sponsor, or any tour leader shall be liable for any death or injury resulting from any participant who goes swimming (at hotel pool or other water activity on the tour) while on the tour. In addition, Hemisphere assumes no responsibility and shall not be liable for any videos shown on any motor coach which have not been supplied by Hemisphere. The deposit of the participant's initial payment by Hemisphere shall constitute acceptance of the above named participant for participation in the tour.
10. This Agreement shall be governed by the laws of the State of Illinois. The parties agree that any claims or other actions arising out of this Agreement may be litigated in the federal or state courts in Cook County, Illinois, and each party hereby submits to the jurisdiction of such courts. Any claims asserted against Hemisphere shall be litigated exclusively in such courts.

This form must be approved during your online registration or returned to Hemisphere by Jun 1, 2017
Derby Middle School Washington, DC Tour (ACCOUNT# 18TA11388)

PRINT PARTICIPANT'S First Name _____ Middle Name(Required) _____ Last Name _____
Provide name as it appears on your driver's license or passport (if minor, provide legal name)

TOUR PARTICIPANT'S DATE OF BIRTH (REQUIRED): ____/____/____ TOUR PARTICIPANT'S GENDER: MALE OR FEMALE (CIRCLE ONE)

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell/Secondary Phone: _____

Emergency Contact _____ Phone# _____

E-MAIL address (Used for payment reminders & tour updates only) _____

IF PARTICIPANT IS UNDER 18 YEARS OF AGE - PRINT PARENT OR GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE or ADULT PARTICIPANT SIGNATURE _____

By signing above you agree to all terms and conditions of the two page document entitled 'Tour Terms and Conditions / Release Form-Multi Day Tours'

EACH PARTICIPANT MUST FILL OUT THIS SECTION AND MAKE 1ST DEPOSIT TO BE REGISTERED

1. **SELECT YOUR ROOM PREFERENCE** (subject to change based on final room assignments made by your tour leader):
____ QUAD (4 People Sharing 2 Beds) ____ TRIPLE (3 People Sharing 2 Beds) ____ DOUBLE (2 People with 2 beds) ____ SINGLE (1 Person 1 bed)
2. **YOUR FIRST DEPOSIT OF \$50.00 IS DUE BY Jun 1, 2017** (payment must be made with this form to be registered)
3. **ARE YOU PURCHASING THE OPTIONAL, NON-REFUNDABLE TRAVEL PROTECTION INSURANCE WITH THE "CANCEL FOR ANY REASON" BENEFIT?** PLEASE VISIT WWW.HEMISPHERETRAVEL.COM TO VIEW THE TERMS/BENEFITS OF THE INSURANCE PLAN. THE "CANCEL FOR ANY REASON" BENEFIT IS NOT AVAILABLE FOR NY RESIDENTS. THE INSURANCE PREMIUMS ARE LISTED BELOW AND ARE BASED UPON THE TOUR COST WHICH IS SUBJECT TO CHANGE ONCE THE FINAL TOUR COST IS DETERMINED BY THE FINAL PAYMENT DUE DATE.

45-49 Paid Participants Per Coach: Quad: \$31.50

40-44 Paid Participants Per Coach: Quad: \$31.50

35-39 Paid Participants Per Coach: Quad: \$37.50

- ____ YES Premium must be purchased with initial deposit.
____ NO No additional cost

4. **ADD NUMBERS 2 & 3 FOR YOUR FIRST PAYMENT AMOUNT:** TOTAL OF FIRST DEPOSIT \$ _____

PERMISSION FOR MEDICAL TREATMENT

Sign and return to Hemisphere by Jun 1, 2017, via email (jennifer@hemispheretravel.com), fax or mail

SCHOOL / GROUP NAME: Derby Middle School

DESTINATION and DATES: Washington, DC Wednesday, May 16, 2018 until Friday, May 18, 2018, 3 Days and 2 Nights

PARTICIPANT'S FULL LEGAL NAME: _____

DATE OF BIRTH: ____/____/____

HOME PHONE NUMBER: _____ CELL/SECONDARY PHONE: _____

EMERGENCY CONTACT OTHER THAN PARENT/GUARDIAN _____ PHONE# _____

PHYSICIAN'S NAME: _____ PHYSICIAN'S PHONE: _____

LIST FULLY ANY MEDICAL CONDITIONS AND/OR PHYSICAL LIMITATIONS PARTICIPANT MAY HAVE:

Since the group's tour leader will not receive these forms until just prior to the tour departure, please also personally inform the group's tour leader of such conditions and/or limitations, as it may require special arrangements which may alter tour components (i.e. wheelchair accessible motorcoach, food allergies, etc...)

(Please note that this trip involves considerable walking at times) _____

LIST ANY ALLERGIES PARTICIPANT HAS, IF NONE, PLEASE INDICATE SO : _____

LIST ANY MEDICATIONS PARTICIPANT MUST TAKE, INCLUDING TIME SCHEDULE: _____

(We recommend placing students' medications in a plastic bag, marked with name and given to the tour leader)

The accident insurance included as part of the tour package covers medical expenses and transportation expenses only for an ambulance to the hospital. IF MEDICAL TREATMENT SHOULD BE REQUIRED FOR A NON-TOUR RELATED INCIDENT, I AUTHORIZE THE USE OF OUR FAMILY MEDICAL INSURANCE POLICY. (A copy of the insurance card is not necessary)

INSURANCE COMPANY NAME: _____ PHONE #: _____

POLICY HOLDER NAME: _____ POLICY #: _____

It is understood and agreed that the tour sponsors and chaperones will exercise reasonable care with respect to the health and physical well-being of each participant. This permission also authorizes chaperones to observe students who must take any such medications as Tylenol, Anti-diarrhea medication or medications designed for relief of minor problems as they become necessary. I have read the foregoing and agree to the stipulations there in: I hereby authorize any medical treatment necessary & the transfer of the student or participant to any reasonably accessible hospital, pursuant to the foregoing conditions:

Parent/Guardian or Adult Participant Signature _____

Should a medical emergency prevent the tour participant (and a chaperone if the participant is under 18 years old) from traveling back with the group, I hereby give my permission for the tour participant to travel with that designated chaperone (without the group) once the participant has been released from the place where medical attention was given. For minors; the mode of return travel for a student will be determined by the both the Chaperone in charge and the Parent/Guardian of the participant. I also understand that I will be responsible for the travel expense for both the tour participant and the Chaperone (if the participant is under 18 years old) to return home. If you purchase Optional Travel Protection Insurance, part of this expense may be covered. If the Optional Travel Protection Insurance was not offered to your group, please contact Hemisphere to see what insurance coverage would be available for the type of tour you are taking.

Parent/Guardian or Adult Participant Signature _____

SWIMMING AND OTHER PHYSICAL ACTIVITIES: AS A PARENT/GUARDIAN OR TOUR PARTICIPANT, I ACKNOWLEDGE THAT IN CONNECTION WITH SWIMMING AND OTHER PHYSICAL ACTIVITY I HAVE FULLY ADVISED THE TOUR LEADER OF ALL LIMITATIONS THAT MY CHILD OR MYSELF MAY HAVE IN PARTICIPATING IN THE TOUR ACTIVITIES. I UNDERSTAND THAT SWIMMING, WITH OR WITHOUT A LIFEGUARD PRESENT, ARE AT ONE'S OWN RISK. I HEREBY RELEASE HEMISPHERE EDUCATIONAL TRAVEL, THE GROUP, THE TOUR LEADERS AND CHAPERONES FROM ANY RESPONSIBILITY FOR PERSONAL INJURY OR OTHER LOSS WHICH MIGHT OCCUR WHILE ENGAGING IN SWIMMING OR OTHER TOUR ACTIVITY UNLESS SUCH INJURY OR LOSS IS CAUSED BY THE GROSS NEGLIGENCE OF HEMISPHERE EDUCATIONAL TRAVEL OR THE CHAPERONES. **PLEASE CHECK WITH YOUR TOUR LEADER TO SEE IF SWIMMING IS PART OF YOUR GROUP'S ITINERARY.**

I HEREBY AGREE TO ALL OF THE TERMS ASSOCIATED WITH THIS RELEASE FORM.

Parent/Guardian OR Adult Participant Name (please print) _____

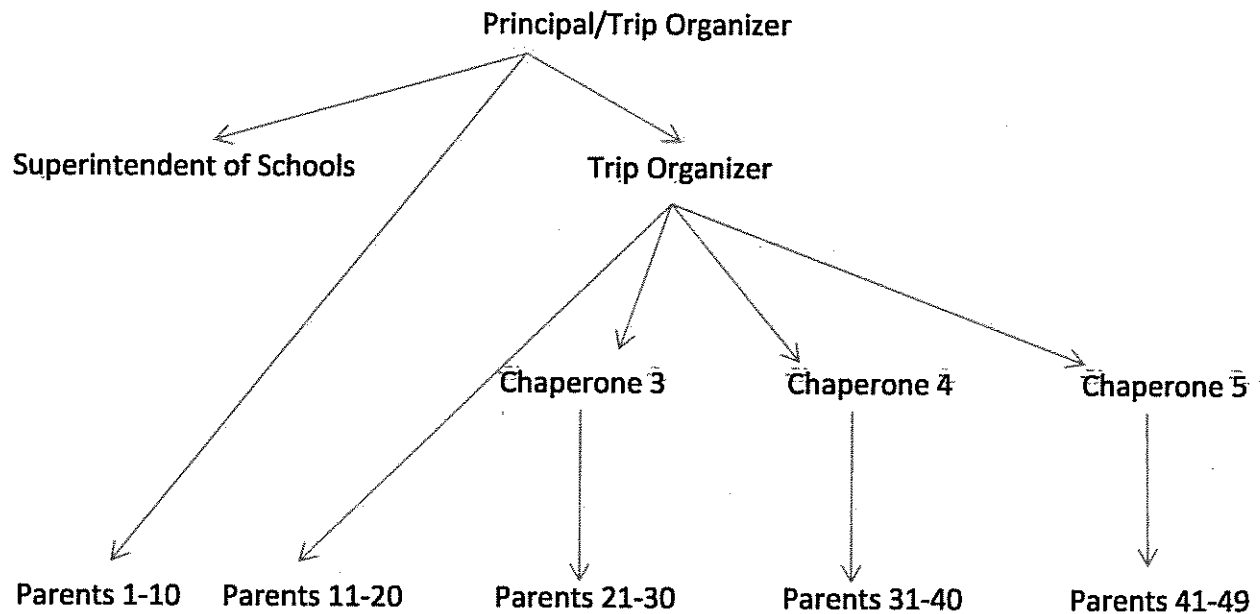
Parent/Guardian OR Adult Participant Signature _____ DATE _____

EVERY TOUR PARTICIPANT (STUDENTS AND ADULTS) MUST SIGN AND RETURN A SEPARATE FORM TO HEMISPHERE. THE TOUR LEADER WILL HAVE THIS FORM IN THEIR POSSESSION WHILE ON TOUR FOR EMERGENCY PURPOSES.

Chaperones for Washington D.C. May 16, 17, 18 2018

Kelly Anroman	203-231-3813 DMS Teacher
Tom Fulton	203-906-4640 DMS Teacher
Mike Gozzo	203-974-3828 DMS Teacher
Alicia Proscino	203-767-7338 DMS Para-Educator
William Vitelli	203-215-7541 DMS Administrator

Emergency Phone Tree





Derby Middle School

73 Chatfield Avenue
Derby, CT 06418

(203) 736-1426 (office)

(203) 736-3234 (fax)

Mr. William Vitelli
Principal

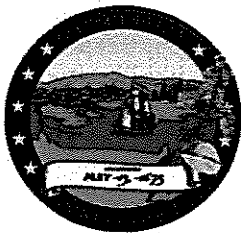
Mr. Sean O'Meara
Dean of Students

Derby Middle School Student Expectations for Washington D.C.

The opportunity to attend the Derby Middle School field trip to Washington D.C. is a privilege that is offered to grade eight students. With such a privilege there are expectations that the school places on students who choose to attend this trip before, during and after this activity. The trip is an extension of the learning experience offered at Derby Middle School and as such student conduct still falls under the provisions, guidelines, and expectations of the Derby Middle School Student Handbook and the policies established by the Derby Board of Education. The following are reminders of conduct specific to the learning opportunities off the Derby Middle School campus.

1. Students are reminded that they represent Derby Middle School at all times and their conduct should reflect the values and expectations of our school and community and should in no way reflect negatively on the reputation, image or name of Derby Middle School. Student conduct that disregards the policies, guidelines, rules and expectations will face consequences commensurate with the student action up to and including suspension, recommendation for expulsion and potential police referral. Unwanted behavior will result in parent notification, notification of administration and potential law enforcement notification.
2. Students will be under the guidance and authority of the trip chaperones from the time they are dropped off prior to leaving and until the parents/guardians pick them up upon return. Students will respect the decisions and expectations of the chaperone throughout this time. Students should feel comfortable to address any concerns or issues with any of the school chaperones and expect to be heard.
3. In the event a student becomes ill or has an accident the chaperones will first assess the situation and determine a course of action. Parents will be notified as soon as possible of a student's condition. Chaperones will always act in the best interest of the student. If the student needs medical care beyond that provided by the chaperones parents will be notified and parents will assume any medical expenses including those not covered by the student's medical insurance policy.
4. All medications, including over the counter medications will be stored and dispensed by a designated trip chaperone. All medications must have prior physician's approval with a written order. All over the counter medications must have parent/guardian authorization and will be dispensed using manufacturer's guidelines as outlined on the container. No medication or over the counter medication is permitted outside of its properly labeled container. Students are not permitted to self-administer any medication other than an inhaler.
5. Curfew will be determined each night by the trip leader. At this time students are to be in their rooms preparing for bed. Bed checks will be made. Students are not to leave their room once bed checks have been made for any reason other than an emergency. The hotel will monitor all activity as will the security guard hired for the trip.

DERBY PRIDE



Derby Middle School

73 Chatfield Avenue
Derby, CT 06418

(203) 736-1426 (office)

(203) 736-3234 (fax)

Mr. William Vitelli
Principal

Mr. Sean O'Meara
Dean of Students

6. All rooms are single sex rooms and students are not permitted to have members of the opposite sex in their room at any time. Students are not permitted to change their assigned hotel rooms. Students will respect all hotel property, keeping all areas free from damage or theft. Any damage or theft from the hotel will be the responsibility of the student and the parents/guardians. Restitution may be required and will be assumed by responsible party or parties. The student may be asked to reimburse the hotel prior to checking out.
7. Students will be good guests and neighbors and will be respectful of other hotel guests. Unnecessary or loud noises, jumping on beds, slamming doors, running in the hallways, loud music, fooling around on the elevators, and any other action which disrupts the normal hotel environment are not permitted.
8. Students must also be respectful of the transportation provided during the activity. Students are to use the storage bins appropriately and clean up any mess they make. Students are not to stand on the seats in the bus at any time and obey the instructions provided by the bus driver and chaperones. Any damage on the bus will be the responsibility of the student and the student's parents/guardians. The school will not assume responsibility for damage a student causes.
9. Students will not leave the assigned groups during the trip. Students may not enter any vehicle other than the transportation provided, unless in an emergency.
10. Students should pack one piece of luggage to be stored under the bus during transportation and one carry-on bag. All luggage should be readily identifiable and have appropriate tour labels. Students should refrain from bringing items of value to prevent loss or damage. The school will not be responsible for lost or stolen items.

Signing below indicates that the parent/guardian and the student have read the expectations and agree to the guidelines established for the trip. Signing this document permits the student to enjoy the activity with clear understanding of school expectations.

Print Parent /Guardian Name

Print Student Name

Parent/Guardian Signature

Student Signature



Derby Middle School

73 Chatfield Street
Derby, CT 06418

(203) 736-1426 (office)

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Mr. William Vitelli
Principal

Mr. Sean O'Meara
Dean of Students

Cell Phones / Electronic Devices / Social Media

Cell Phones, or electronic devices, are permitted on the Washington D.C. school trip, they are the sole responsibility of owner and they take full responsibility if lost or misplaced. They may be used under the following guidelines:

1. If a chaperone requests your cell phone it is turned over immediately.
2. If a chaperone, tour organizer, museum guide or other attraction authority requests cell phones be turned off or put away that all students comply.
3. If a cell phone / music is used on the bus that the volume be soft and not disturb others seated in the surrounding area.
4. No cell phone will be in use at any time during chaperone or guide instructions or descriptions of sites.
5. Music or ear buds/headphones used only on the bus or the hotel when chaperones are not addressing the students.
6. No pictures/video can be taken without permission of those being photographed/videoed
7. All pictures / videos / posts should follow school expectations and follow the districts' Code of Conduct and Standards of Behavior. Pictures / videos / and posts deemed inappropriate will be subject to the school's discipline policy.
8. No posts to social media can be made without permission of those seen or mentioned in the post.
9. The school has the right to post pictures and events of the trip to the school sponsored social media.
10. Students should respect others in their hotel room and not use cell phones after lights out.

It is the responsibility of the student to bring a charger and charge the device. Charging may not be available on the bus or at attractions.

The use of the cell phone and other electronic devices are privileges extended to the students. As privileges they can be revoked at any time for just cause. Cell phones that are revoked will be held by the chaperone until the trip returns to Derby. The cell phone or electronic device will be returned to the parent.

Print Student Name

Student Signature

Parent Signature

DERBY PRIDE