

# DERBY PUBLIC SCHOOLS

## School Trip Proposal / Request Form

### Travel / Study Approval for Out of State and or Overnight Trips

School: Derby Middle Principal: Mrs. Caggiano  
Date(s) of Trip: May 15-17, 2019 Trip Organizer(s): Mrs. Anroman  
Destination of Trip: Washington D.C.  
Grade level of student participants: 8<sup>th</sup> No. of Students: 49

Educational Objectives including related classroom activities prior to / following the trip: Tour the nation's capital visiting museums and monuments that have been covered in the curriculum. (War memorials, Holocaust Museum, White House  
Funding Source(s): Parent Contributions & Fundraising etc.

Complete if students are paying for all or part of the trip. \$599.00

Total fees required from each student: Transportation Cost:  Event Fee:  Meals

Lodging:

Source(s) of funds for students who qualify for fee waiver: N/A

Cost of Nurse (if applicable): N/A Funding source: N/A

Name of travel agent (if applicable): Hemisphere Educational

Name of transportation service vendor: Motor Coach Travel

No. of buses required: 1 Cost per bus: included

Date / Time of trip: Departing Derby: 5/15 5am Returning to Derby: 5/17 10 pm

Number of chaperones on trip: 5 (1:10 ratio)

**Completed forms should be submitted to the principal who, if the trip is approved, will forward this to the Superintendent of Schools and Board of Education for final approval.**

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- Information outlining parental financial responsibility should there be an emergency cancellation
- Parent / Guardian letter explaining the trip and travel itinerary
- Parent / Guardian Permission and Acknowledgment of Risk for Student Travel Form
- Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)
- List of Chaperone Names and Phone Numbers with MPS employees noted
- 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.

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

Kelly  
Signature, Trip Organizer(s)

Trip approved  
Raul Sgo 6/26/18  
Signature, Principal / Assistant Principal Date

\_\_\_\_\_  
Signature, Superintendent or Designee Date

Trip Denied  
Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature, Superintendent or Designee Date

**Out-of State / Overnight Trips Checklist**

- Obtained approval at least three (3) weeks prior to the trip.
- Submitted list of participating students submitted to Principal and Health Office at least two (2) 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 of students
- Received parent permission forms and emergency medical forms

**Teacher Directions:** After your *School Trip Proposal / Request Form* has been approved, you are required to complete this 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 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 / Request Form* has been approved, you are required to complete this 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 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 trip,  
sign and return it to your child's teacher.

Date(s) of Trip: May 15-17, 2019 Trip Organizer(s): Mrs. Anroman

Destination of Trip: Washington D.C.

Educational Objectives: Tour the nations capital visiting museums and monuments that have been covered in the curriculum.

**Supervision:**

- Students will be directly supervised by adults 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 or Ocean     Other     None  
Walking around city

**Student Agreement:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

While participating on this school trip, I will accept responsibility for maintaining conduct in accordance with the Derby High School 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 of school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use of any nonschool property.

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

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Contact Number: \_\_\_\_\_





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

## HEMISPHERE EDUCATIONAL TRAVEL PARTICIPANT TOUR PACKET:

**Dear Derby Middle School Tour Participant:**

We are thrilled that you have decided to attend a tour with Hemisphere Educational Travel. We know that many fun and exciting adventures await you. Please be assured that we are experts in the field and have been sending students on educational tours since 1970. If you have any concerns leading up to your tour, please contact your Tour Leader or your Account Executive at Hemisphere Educational Travel.

**We hope you have a wonderful tour!**

**Jack Golen- President**

DOCUMENT IN PACKET	KEEP	SIGN AND RETURN
Tour Summary/Parent Letter	X	
Sample Itinerary	X	
Group Tour Participation Agreement	X	
Tour Terms and Conditions/ Release Form		X (send with payment)
Medical Form		X (send with payment)





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**Washington, DC Tour Parent Letter**  
**Derby Middle School**  
**May 15-17, 2019**  
**(3 day/ 2 night tour via Motorcoach)**

**Transportation Included:**

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

**Lodging & Meals Included:**

- 2 night hotel accommodations at the Hampton Inn & Suites Falls Church  
(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 (2- Continental Breakfasts at the hotel)
  - 3 lunches (3- Meal Vouchers)
  - 3 dinners (1- Student Friendly Casual Restaurant, 1-Twilight Spirit Dinner Cruise, 1- \$10 Meal Money Allowance)

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

- White House- Photo Stop Only
- United States Holocaust Memorial Museum\*
- Memorials including Lincoln, Vietnam, Korean, FDR, Einstein Statue, World War II, Iwo Jima, Martin Luther King Jr
- Shear Madness
- Capitol Building\*, Library of Congress and Supreme Court
- Arlington National Cemetery (Wreath\* for ceremony, if confirmed)
- Capitol Building\*, Library of Congress and Supreme Court
- Twilight Spirit Cruise with Dinner and DJ
- Ford's Theatre and Petersen House\*
- Smithsonian Museums on the Mall
- National Air and Space Museum's Udvar-Hazy Center\*

**Other Components Included:**

- Night security guard at the hotel hired specifically for your group (10pm to 5am)
- Tour Director//Step On Guide to meet and accompany group 24 hrs/day for the duration of the tour
- 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
- Access to online payment services for individual participants
- Group Photo for each Tour Participant
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- Each participant will receive a Hemisphere drawstring backpack
- 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.





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Derby Middle School Washington, DC Tour

## SAMPLE ITINERARY

### DAY 1 Wednesday, May 15, 2019

#### 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 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.*

#### 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*

Derby Middle School Washington, DC Tour Continued

**SAMPLE ITINERARY**

*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 Depart for the Hotel**

**Hampton Inn & Suites Falls Church: Derby**

**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 Thursday, May 16, 2019**

**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.*

**8:30 AM Library of Congress**

*Group to explore the Library of Congress, the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts in its collections.*

**9:00 AM Capitol Hill Tour**

*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.*

**10:45 AM Panoramic Color Photo**

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

**11:15 AM Lunch- Food Coupons Included**

**12:30 PM 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.*

**1:15 PM Wreath provided by Conklyn's Florist**

**3:15 PM 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.*

**Derby Middle School Washington, DC Tour Continued****SAMPLE ITINERARY****4:00 PM Twilight Spirit 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.*

**6:30 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!*

**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.*

**World War II Memorial**

*The World War II Memorial honors the 16 million who served in the armed forces of the U.S., the more than 400,000 who died, and all who supported the war effort from home.*

**9:00 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 Friday, May 17, 2019****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.*

**12:00 PM Lunch- Food Coupons Included****1:00 PM National Air and Space Museum's Udvar-Hazy Center**

*The massive Steven F. Udvar-Hazy Center displays more than 150 aircraft and 148 large space artifacts that are too big to be displayed at the National Mall location. The center includes the ten-story Boeing Aviation Hangar, the 80 foot high James*



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**Derby Middle School Washington, DC Tour Continued**

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**SAMPLE ITINERARY**

*S. McDonnell Space Hangar and immersive flight simulators.*

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

**Dinner- \$10 of Meal Money Included**

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



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## 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 5 & 6, and subject to the Tour Contract executed with the Tour Leader:

**WEB CODE / ACCOUNT #: 19TA12601**

**GROUP NAME:** Derby Middle School Washington, DC Tour

**TOUR DATE(S):** Wednesday, May 15, 2019 until Friday, May 17, 2019, 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: \$599.00 Triple: \$635.00 Double: \$705.00 Single: \$915.00

**40-44 Paid Participants Per Coach:** Quad: \$639.00 Triple: \$675.00 Double: \$745.00 Single: \$959.00

**35-39 Paid Participants Per Coach:** Quad: \$679.00 Triple: \$715.00 Double: \$785.00 Single: \$999.00

\*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):

<b>DEPOSIT #1 DUE: 6/21/2018</b>	<b>AMOUNT: \$50.00 PER PERSON</b>
<b>DEPOSIT #2 DUE: 9/27/2018</b>	<b>AMOUNT: \$100.00 PER PERSON</b>
<b>DEPOSIT #3 DUE: 11/8/2018</b>	<b>AMOUNT: \$150.00 PER PERSON</b>
<b>DEPOSIT #4 DUE: 1/17/2019</b>	<b>AMOUNT: \$150.00 PER PERSON</b>
<b>FINAL PAYMENT: 3/18/2019</b>	<b>AMOUNT: BALANCE DUE. Please refer to Statement for payment amount.</b>

TO REGISTER ONLINE AND PAY BY CREDIT CARD - VISIT [www.hemispheretravel.com](http://www.hemispheretravel.com);

1. Click on the Account Login button at the top 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 19TA12601. 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, signed and returned to Hemisphere via mail, fax or email.
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, 19TA12601 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.

### FOR GROUPS TRAVELING BY AIRPLANE:

- Checked baggage fees are not included in the above price. Details will be distributed at the final parent meeting before your tour.
- Passengers under the age of 18 are not required to have any photo ID with domestic travel. Passengers under the age of 18 must provide full legal name, including middle name, and date of birth.
- Passengers 18 years and older must register with the name that appears on your driver's license or government issued photo identification.
- Flight deviations from the group's flight schedule will be assessed a \$200 service fee plus any difference in the fare (per ticket). There will be a \$150 name change fee per ticket and any other changes will be subject to additional fees.



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 Triple: \$37.50 Double: \$37.50 Single: \$45.00

40-44 Paid Participants Per Coach: Quad: \$37.50 Triple: \$37.50 Double: \$37.50 Single: \$45.00

35-39 Paid Participants Per Coach: Quad: \$37.50 Triple: \$37.50 Double: \$37.50 Single: \$45.00

**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 1-844-440-8113 - REFER TO GROUP # 90384**

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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 PLAN

### SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

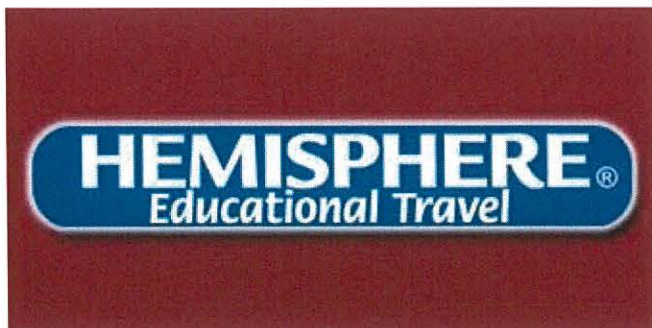
Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Travel Delay – 6 hours	\$750 (\$150/day)
Missed Connection – 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay – 24 hours	\$300
Non-Medical Emergency Evacuation	\$150,000
Accident & Sickness Medical Expense	\$25,000
Emergency Evacuation & Repatriation	\$100,000
Cancel for Any Reason (CFAR)***	75% of Trip Cost*
Non-Insurance Worldwide Emergency Assistance Services	Included

Coverages may vary and not all coverage is available in every jurisdiction.

\* 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 with or before the final payment for your trip. **This benefit is not available to residents of New York State.**



**Travel Insured International**  
844-440-8113  
groups@travelinsured.com  
www.travelinsured.com

## 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 to the Travel Supplier within 72 hours of the event causing the need to cancel. If the event delays the reporting of the cancellation beyond the 72 hours, the event should be reported as soon as possible. All other delays of reporting beyond 72 hours will result in reduced benefit payments.

**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.

### **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.

## **PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.**

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 21, 2018**

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 may be 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, including social media, 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 21, 2018  
Derby Middle School Washington, DC Tour (ACCOUNT# 19TA12601)

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 21, 2018** (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 Triple: \$37.50 Double: \$37.50 Single: \$45.00  
40-44 Paid Participants Per Coach: Quad: \$37.50 Triple: \$37.50 Double: \$37.50 Single: \$45.00  
35-39 Paid Participants Per Coach: Quad: \$37.50 Triple: \$37.50 Double: \$37.50 Single: \$45.00

- 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 \$ \_\_\_\_\_



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

PERMISSION FOR MEDICAL TREATMENT

**Sign and return to Hemisphere by Jun 21, 2018 , via email (info@hemispheretravel.com), fax or mail**

SCHOOL / GROUP NAME: Derby Middle School  
DESTINATION and DATES: Washington, DC Wednesday, May 15, 2019 until Friday, May 17, 2019, 3 Days and 2 Nights  
PARTICIPANT'S FULL LEGAL NAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ PARENT / GUARDIAN NAME: \_\_\_\_\_  
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.

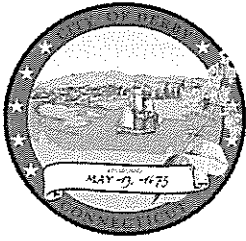
**Parent/Guardian or Adult Participant Signature** \_\_\_\_\_

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.





# Derby Middle School

73 Chatfield Street  
Derby, CT 06418

(203) 736-1426 (office)

(203) 736-3234 (fax)

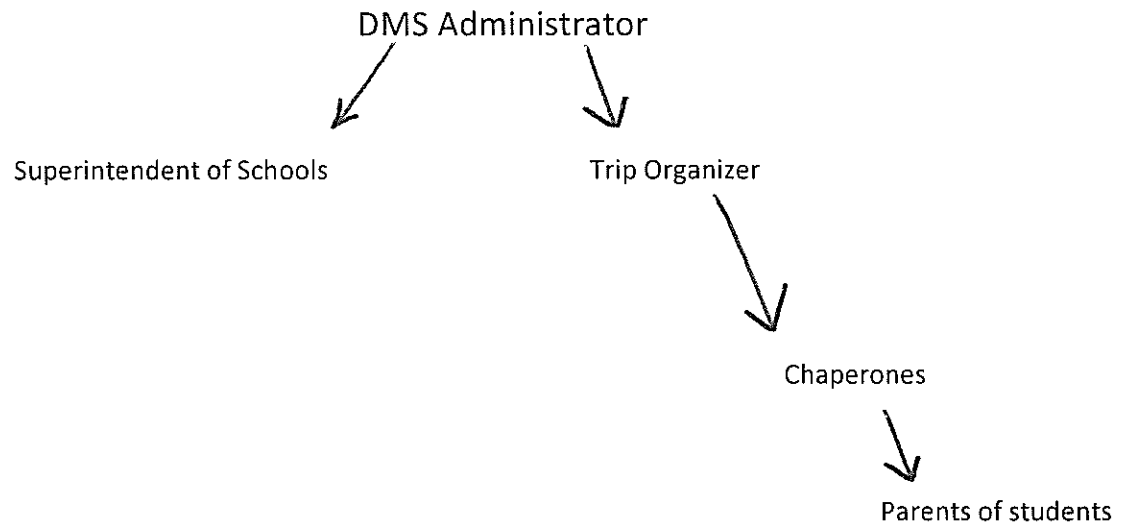
Rachael Caggiano  
Acting Principal

Marc Russo  
Dean of Students

## Chaperones for Washington D.C. May 15, 16, 17 2019

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)
TBD		(DMS Administrator)

### Emergency Phone Tree







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## 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.







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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.

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*Print Parent /Guardian Name*

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*Print Student Name*

---

*Parent/Guardian Signature*

---

*Student Signature*





# Derby Middle School

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Derby, CT 06418

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## 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.

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Print Student Name

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Student Signature

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Parent Signature

