

Haworth Public School

Eighth Grade

2019 Washington, DC Trip

General Trip Information, Rules,
Medical Info, and Permission Slip



Curriculum Travel of America, Inc.

Professionally Designed Educational Tours

Allentown, PA - 800-541-6606 (fax: 610-395-8693)

Long Island, NY - 866-541-6606 (fax: 516-342-1661)

www.CTAfieldtrips.com

Preliminary Itinerary - Washington, DC : Nov 13, 2019 - Nov 15, 2019
Haworth School

<i>Wed.</i> <i>11/13</i>	06:30 AM	Meet 1 bus from Perkiomen Bus at Haworth School	
	06:45 AM	Prompt Departure: from school	
	09:15 AM	Delaware Welcome Ctr: Meet CTA Trip Directors	
	11:45 AM	US Dept of Agriculture cafeteria: \$12 cash for lunch (adults require photo ID)	
	01:00 PM	Smithsonian Museum: Natural History Museum exhibits	
	02:15 PM	Smithsonian Museum: American History Museum exhibits	
	03:30 PM	Holocaust Museum: Permanent Collection (arranged by CTA; pending)	
	05:15 PM	Reagan Food Court: Dinner voucher (adults require photo ID)	
	06:30 PM	Vietnam Veterans Memorial: Includes CTA rubbing activity	
	07:15 PM	Night Light Monument Tour: Lincoln, Korean War and World War II Memorials	
	09:00 PM	Springhill Suites Tech Center: Check In 1 Private Security Officer on duty all night	
	<i>Thu.</i> <i>11/14</i>	07:30 AM	Springhill Suites Tech Center: Deluxe Continental Breakfast + hot items
		08:30 AM	Board bus: depart hotel
09:15 AM		Arlington Cemetery: Arrive security (no backpacks/food/weapons) - bring water!	
09:30 AM		Arlington Cemetery: Walking tour (incl Kennedy graves and Tomb of Unknowns)	
10:15 AM		Arlington Cemetery: Tomb wreath ceremony (confirmed; 4 students meet 30min prior)	
12:00 PM		Pentagon City Mall Food Court: Lunch voucher provided	
01:15 PM		Pentagon 9/11 Memorial: walk from Pentagon Mall via tunnel	
03:00 PM		Memorial Walking Tour: FDR, Jefferson and ML King, Jr.	
05:00 PM		California Pizza Kitchen at Pentagon Center: Pizza, Pasta, Salad, Beverage	
06:30 PM		White House: Photo stop (exterior)	
07:00 PM		DC By Foot walking tour: Lincoln Assassination theme (White House to Fords Thtr)	
08:15 PM	Board bus: return to hotel 1 Private Security Officer on duty all night		
<i>Fri.</i> <i>11/15</i>	07:30 AM	Springhill Suites Tech Center: Deluxe Continental Breakfast + hot items	
	08:15 AM	Springhill Suites Tech Center: Check Out	
	08:30 AM	Board bus: depart hotel	
	10:15 AM	U.S. Capitol Building: Arrive security (no backpacks/food/liquid/gel/sharp~pointed items)	
	10:45 AM	U.S. Capitol Building: House gallery passes [pending]	
	11:20 AM	U.S. Capitol Building: Food Court lunch voucher provided	
	12:00 PM	U.S. Capitol Building: Guided tour [arranged by CTA; pending]	
	01:15 PM	Library Of Congress: Interior self-guided visit	
	01:45 PM	Newseum: Group admission	
	03:45 PM	Board bus: depart for home	
	06:15 PM	Cash back meal - DE Welcome Ctr: \$10 cash provided for food court dinner	
09:15 PM	Bus drop off at Haworth School		

Time and order of activities may change during the trip; items marked pending awaiting final confirmation.

Trip Parent Meeting at 7:00pm Mon., June 03, 2019 in MPR(Multi Purpose Room)

Prepared for Haworth School by Erica Bagnasco at CTA on May 23, 2019

BEHAVIOR EXPECTATIONS

BEHAVIOR ON THE BUS:

1. Students must sit in their seat while on the bus. As a safety precaution, students will remain seated and not kneel or turn around in the seat.
2. Seatbelts must be worn at all times.
3. Students inside the bus will use an appropriate tone and be mindful of their classmates around them.
4. The bus must be kept clean at all times. Trash bags will be available for students to dispose of their garbage.

GENERAL BEHAVIOR IN WASHINGTON, DC:

1. Safety rules will be observed at all times and in all places.
2. Bags/backpacks can be carried throughout the trip, unless a museum or location does not permit them. Items can be securely stored on the bus.
3. The School Dress Code will be enforced throughout the trip.
4. The following will not be tolerated:
 - a. Failure to stay with assigned group leader/chaperones and adhere to directions from the group leader/chaperones.
 - b. Smoking
 - c. Drinking alcoholic beverages
 - d. Shouting, hollering or any other loud noise. Students will exhibit dignity and respect when visiting the sights throughout the trip.
5. Students may use their cell phones to take pictures as we visit each location. If a student is not using their cell phone appropriately, that student will be asked to put it away or it may be taken and given back at a later time.
6. Furniture and equipment in the hotel rooms should be handled with care. Any damage caused will be paid for by the students in that room.

7. All occupants of the room will be held equally accountable for any mishaps within the room.
8. Once students are in their room for the night, they are not permitted to leave. In case of an emergency, students may call a chaperone in their room.

DISCIPLINE PROCEDURES

**** The Haworth Public School Code of Conduct will be in effect the entire trip. If students are not adhering to our school rules, there will be consequences. ****

Please note that it is of the utmost importance to the chaperones to monitor the safety and well-being of each student throughout the entire trip.

Procedure for infraction of the rules:

1. After the first infraction, immediate disciplinary action will be taken. The student will be excluded from the next scheduled activity and will remain on the bus or an appropriate location with a chaperone.
2. A second infraction will result in exclusion from the nighttime activity. The student will remain with a chaperone in an appropriate location.
3. A third infraction will result in a phone call home where the student's parents have to come pick up their child and take him/her home. If, for any reason the student's parents or legal guardian cannot come to Washington, DC, we will arrange for a train or car service to take the student home at the student's expense. A chaperone will accompany him/her on the return trip.

IMPORTANT INFORMATION/REMINDERS

EARLY Morning Arrival: Please drop your child off no later than 6:00am on Wednesday, November 13th through the MPR back gray doors. The bus will be leaving before 7am. Breakfast will not be provided, so be sure your child eats prior to arriving or brings something with them to eat on the bus.

Nurse: There will be a nurse in attendance on our trip. If you have any specific questions, please see the information she has provided, or you may contact her directly. We are in great hands having her with us!

Supervision: Mr. Wolford will be the administrator on the trip along with several HPS staff members as chaperones, in addition to CTA's Trip Director. Students will be broken into small groups as we travel to each location. Each group will have one teacher chaperone. The groups will have opportunities to spend time together throughout the trip.

Rooms/Groups: Students will be told when they arrive in Washington, DC what group they are in for the duration of the trip. They will find out who is in their room when we arrive at the hotel.

Food & Drink: Your child is allowed to bring their own snacks for the bus ride. Kindly refrain from sending any foods that contain **peanut/nut products**, as there are students with allergies.

Drawstring Bag: The students are encouraged to bring a small drawstring bag to carry any items they wish to have with them throughout the day. We will be walking to some places and taking the bus as well. Items can be left securely on the bus when they are not needed. Students will be informed when they should or should not have specific items with them, depending on the security procedures at each location.

Spending Money: Students can bring spending money, but it is not mandatory. This money can be used towards souvenirs, gifts, a sweatshirt, etc., but there is no need to send money for "food" because that is included in the trip.

Phones & Charger: Students are allowed to bring a phone to take pictures. Phones will only be permitted during the day and will be secured at night for privacy reasons. The phones will be collected in the evening once we arrive at the hotel and will be returned at breakfast.

Trip Updates: Notifications will be sent out through our Parent Square App about where we are and the sights we are visiting. If you haven't downloaded the app, please be sure to do so. You may also receive notifications through other means as well.

Hotel Security: A security guard has been hired for the hotel overnight stay and will be monitoring the hallway each night. For security purposes, the students' rooms will have painters tape across the door in the evening to prevent anyone from leaving their room. The entire group will be staying on the same floor, along with the chaperones.

How To Dress: It is recommended to bring multiple layers as the students are walking outside, including in the evening. There is A LOT OF WALKING so please send comfortable shoes. Be sure to check the weather report as well for more specific information. You may also review the packing list as well.

Bags/Luggage: Student bags will be searched once they arrive in the MPR in the morning. Please review with your child what should/should not be packed for the trip.

**Washington, DC
Suggested Packing List**

**** Please be sure to check the weather forecast the week of the trip
in case additional items need to be packed. ****

_____ 2-3 pairs of underwear

_____ 2-3 pairs of socks (pack more if the weather shows rain/snow)

_____ pajamas

_____ sneakers (pack more than 1 pair if the weather shows rain/snow)

_____ raincoat/poncho/umbrella

_____ 2-3 pairs of pants/jeans/leggings/sweatpants

_____ 2 tops/shirts

_____ 1 jacket

_____ 1 sweatshirt

_____ gloves/hat/scarf/boots (depends on the weather)

_____ toiletries (brush/comb, toothbrush/toothpaste, shampoo/conditioner, soap, etc...)

_____ cellphone/charger/camera

_____ sunglasses

_____ money for gift shops

_____ snacks/games for the bus

NOT ALLOWED UNDER ANY CIRCUMSTANCE: controlled substances, portable TVs, fireworks, matches, pets, water pistols, balloons, or any other item deemed inappropriate by the chaperones and administration.

VISITORS RULES FOR THE ARLINGTON NATIONAL CEMETERY

A. Purpose. The rules of this section define the standards of conduct required of all visitors to the Arlington National Cemetery, Arlington, Virginia.

B. Scope. Pursuant to Title 40 United States Code, Sections 318a and 486 and based upon delegations of authority from the Administrator, General Services Administration, the Secretary of Defense, and the Secretary of the Army, this section applies to all Federal property within the charge and control of the Superintendent, Arlington National Cemetery, to all persons entering in or on such property. Any person who violates any of provisions of paragraphs C, D, E, F, and G of this section shall be subject to the penalties set out in the Title 40 United States Code Section 318c.

C. Visitors Hours. Visitors' hours shall be established by the Superintendent and posted in conspicuous places. Unless otherwise posted or announced by the Superintendent, visitors' will be admitting during the following hours: October through March—8 a.m. through 5 p.m. April through September—8 a.m. through 7 p.m. No visitor shall enter or remain in the Cemetery beyond the time established by the applicable visitors' hours.

D. Destruction or Removal of Property. No person shall willfully destroy, damage, mutilate or remove any monument, gravestone, structure, tree, shrub, plant or other property located within the Cemetery ground.

E. Conduct within the Cemetery. Because Arlington National Cemetery is a shrine to the honored dead of the Armed Forces of the United States and because certain acts appropriate elsewhere, are not appropriate in the Cemetery, all visitors, including persons attending or taking part in memorial services and ceremonies, shall observe proper standards of decorum and decency while within the Cemetery grounds. Specifically, no person shall:

(1.) Conduct any memorial service or ceremony within the Cemetery, except private memorial services, without prior approval of the Superintendent or Commanding General. All memorial services and ceremonies shall be conducted in accordance with the rules established in paragraph G. Official ceremonies shall be conducted in accordance with guidance and procedures established by the Commanding General;

(2.) Engage in any picketing, demonstration or similar conduct within the Cemetery grounds;

(3.) Engage in any orations, speeches, or similar conduct to assembled groups of people, unless the oration is part of a memorial service or ceremony authorized by this section;

(4.) Display any placards, banners flags or similar devices within the Cemetery grounds, unless, in the case of a flag, use of the same is approved by the Superintendent or Commanding General and is part of a memorial service or ceremony authorized by this section;

(5.) Distribute any handbill, pamphlet, leaflet, or other written or printed matter within the Cemetery grounds except that a program may be distributed if approved by the

Superintendent or Commanding General and such distribution is a part of a memorial service or ceremony authorized by this section;

(6.) Allow any dog, cat, or other pet to run loose within the Cemetery grounds;

(7.) Use the Cemetery grounds for recreational activities such as sports, athletics, or picnics;

(8.) Ride a bicycle within Cemetery grounds except on Meigs Drive, Sherman Drive and Schley Drive or as otherwise authorized by the Superintendent. All other bicycle traffic will be directed to the Visitors' Center where bicycle racks are provided.

(9.) Deposit or throw litter on Cemetery grounds;

(10.) Play any radio, tape recorder, or musical instrument, or use any loudspeaker within the Cemetery grounds unless use of the same is provided by the Superintendent or Commanding General and is part of a memorial service or ceremony authorized by this section;

(11.) Park any motor vehicle in any area on the Cemetery grounds designated by the Superintendent as a no parking area; or leave any vehicle in the Visitors' Center Parking Lot at the Cemetery beyond two hours;

(12.) Engage in any disorderly conduct within the Cemetery grounds. For purposes of this section, a person shall be guilty of disorderly conduct if, with purpose to cause, or knowledge that he is likely to cause, pause inconvenience, annoyance or alarm be:

- a. Engages in, promotes, instigates, encourages, or aids and abets fighting, threatening, violent or tumultuous behavior;
- b. Yells; utters loud and boisterous language or makes other unreasonable loud noise;
- c. Interrupts or disturbs a memorial service or ceremony;
- d. Utters to any person present abusive, insulting, profane, indecent or otherwise provocative language or gesture that by its very utterance tends to incite an immediate breach of the peace;
- e. Obstructs movement on the streets, sidewalks, or pathways of the Cemetery grounds without prior authorization by competent authority;
- f. Disobeys a proper request or order by the Superintendent, Cemetery special police, park police, or other competent authority to disperse or to leave the Cemetery grounds; or
- g. Otherwise creates a hazardous or physically offensive condition by any not authorized by competent authority.

F. Soliciting or Vending. No person shall display or distribute commercial advertising or solicit business while within the Cemetery grounds.

G. Conduct of Memorial Services and Ceremonies. All memorial services and ceremonies within Arlington National Cemetery, other than official Ceremonies, shall be conducted in accordance with the following rules:

(1.) Memorial services and ceremonies shall be purely memorial purpose and dedicated only to the memory of all those interred in the cemetery, to all those dying in the military service of the United States, to all those dying in the military service of the United States while serving during a particular conflict or while serving in a particular military unit or units, or to the memory of the individual or individuals interred or to be interred at the particular gravesite at which the service ceremony is held.

(2.) Partisan activities are inappropriate in Arlington National Cemetery, due to its role as a shrine to all the honored dead of the Armed Forces of the United States and out of respect for the men and women buried there and for their families. Services or any activities inside the Cemetery connected therewith shall not be partisan in nature. A service is partisan and therefore inappropriate if it includes commentary support of, or in opposition to, or attempts to influence any current policy of the Armed Forces, the Government of the United States or any state of the United States; if it responses the cause of a political party or if it has a primary purpose to gain publicity or engender support for any cause. If a service is closely related, both time and location, to a partisan activities or demonstration being conducted outside the Cemetery, it will be determined partisan and therefore inappropriate. If a service is determined to be partisan by the Superintendent or the Commanding General permission to conduct memorial services or ceremonies at the Cemetery will be denied.

(3.) Participants in public wreath laying ceremonies shall remain silent during the ceremony.

(4.) Participants in public memorial services at the John F. Kennedy Grave shall remain silent during the service.

(5.) Public memorial services and public wreath laying ceremonies shall be open to all members of the public to observe.

(6.) Participants in public wreath laying ceremonies shall follow all instructions of the Tomb Guards, Superintendent and Command General relating to their conduct of the ceremony. (40 USC 318a, 486, and delegations of authority from the Administrator, General Services, Administration, Secretary of Defense, and the Secretary of the Army).

Haworth Public School
205 Valley Road
Haworth, New Jersey 07641

Permission Slip & Contract
Washington, DC Trip
November 13-15th, 2019

September 2019

My son/daughter _____ realizes the importance and necessity of adhering to the rules set up for the Washington, DC Trip, and has my permission to attend. I recognize and accept the condition that, if for good and sufficient reason it becomes necessary to send my child home, notification by phone will be immediate **REGARDLESS OF THE TIME**, and it will be my responsibility to pick up my child. In case I cannot be reached, an alternate name and telephone number are given below.

Parent Name

Alternate Contact Name

Telephone Number

Alternate Telephone Number

Student Name (please print)

HAWORTH PUBLIC SCHOOL
205 Valley Road, Haworth, N.J. 07641
Phone: (201) 384-5526 / Fax: (201) 384-8619
To be completed by PARENT or GUARDIAN

Date: _____ Student's Name: _____
Parent or Guardian: _____
Home Address: _____
Home Phone #: _____ Work Phone #: _____

Does your child have any problems with the following (please check **ALL** that apply):

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Severe Allergic Reactions |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> Hearing | <input type="checkbox"/> Sleepwalking |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Heart Problems | <input type="checkbox"/> Strenuous Exercise |

If you checked ANY OF THE ABOVE, please explain: _____

Has your child been under a physician's care recently? Yes No

If yes, please explain: _____

If you have any doubt that your child is in good health, have him/her checked by your family doctor and forward the report to school. Please do not send your child if he/she has flu symptoms!!!

Does your child have any allergies to food? _____

Allergies to medication? _____

Diet restrictions? _____

Has your child received all the required immunizations? Yes No

LAST YEAR OF TETANUS SHOT: _____

MEDICATIONS: The students may NOT have any medications (pill or oral liquid) in their possession. This includes over-the-counter medications like Tylenol. All medications must be held by a school representative and must have PRIOR written doctor's and parent's permission (permission form attached **IMPORTANT:** Please indicate if permission slip is already on file in the school nurse's office: Yes No

In case of medical emergency, I understand I will be notified as soon as possible. I hereby give permission to the physician selected by the lead teacher or his/her designee to hospitalize, secure treatment for, and to order injections, anesthesia or surgery for my child as named above. Any directions to the contrary should be specified on the back of this form and signed. I also give permission for my child's teacher or chaperone to transport my child to a physician's office or hospital, if needed. Expenses for emergencies will be borne by the parents/guardians. I am familiar with the program and the general nature of activities planned for my son/daughter during their trip to Washington, DC; and to the best of my knowledge, the above information is correct and my child is capable of participating in and has permission to engage in all camp activities.

Parent/Guardian Signature

Date

HAWORTH PUBLIC SCHOOL
205 Valley Road, Haworth, N.J. 07641
Phone: (201) 384-5526 / Fax: (201) 384-8619

ADMINISTRATION OF MEDICATION IN SCHOOL
Physician Prescription

Date: _____ Student's Name/Homeroom: _____

D.O.B.: _____ Weight: _____ School Year: _____

Medication: _____

Dose: _____

Route: _____

Time: _____

Diagnosis/Reason for Medication: _____

Possible Side Effects/Effects of Learning: _____

Any circumstances when medication should not be given: _____

Physician's Signature: _____

Physician's Name: _____

Address: _____

Phone: _____

The physician must complete this for ANY medication, including "over-the-counter" medications.

PARENTAL AUTHORIZATION

I give permission for my child to be medicated by the school nurse according to my physician's instructions. I will notify the school immediately if my child's health status changes or there is a change or cancellation of the medication. The medication is to be provided by me in the original labeled container. To my knowledge, my child is not allergic to this medication. I hereby relieve the Board and its employees of any and all liability that may result from administration of the medication to my child.

Parent Signature

Date

HAWORTH PUBLIC SCHOOL
205 Valley Road, Haworth, N.J. 07641
Phone: (201) 384-5526 / Fax: (201) 384-8619

SELF-ADMINISTRATION OF MEDICATION IN SCHOOL
(Inhaler / Epi-Pen / Insulin ONLY)
Physician Prescription

Date: _____ Student's Name/Homeroom: _____

D.O.B.: _____ Weight: _____ School Year: _____

Medication: _____

Dose: _____

Route: _____

Time: _____

Diagnosis/Reason for Medication: _____

Possible Side Effects/Effects of Learning: _____

Any circumstances when medication should not be given: _____

THIS STUDENT MAY CARRY AND SELF-ADMINISTER THIS MEDICATION AND HAS BEEN INSTRUCTED ON HOW TO DO SO.

Physician's Signature: _____

Physician's Name: _____

Address: _____

Phone: _____

The physician must complete this for ANY medication, including "over-the-counter" medications.

PARENTAL AUTHORIZATION

I give permission for my child to carry and self-administer this medication according to my physician's instructions. I also verify that I/we have instructed our child in proper use and self-administration of the above medication and that he/she has demonstrated that he/she is capable of safe and correct self-administration of the above medication. I will notify the school immediately if my child's health status changes or there is a change or cancellation of the medication. The medication is to be provided by me in the original labeled container. To my knowledge, my child is not allergic to this medication. I hereby relieve the Board and its employees of any and all liability that may result from administration of the medication to my child.

Parent Signature

Date