



10665 Haynes Bridge Road
Alpharetta, Georgia 30022
Phone: 770-740-7030
Fax: 770-667-2842

Lauren Seidman, Principal
Shawn Keim, Assistant Principal
Rashida Armstrong, Assistant Principal

8th Grade GA Trip Document Checklist

All forms must be completely filled out and returned to the front office at the same time as the final payment. Final payment will not be accepted without the completed forms. These forms must be completed and submitted at the time of payment. Payment will not be accepted without the completed forms.

1. Parent Consent- *Must be signed!*
2. Medical Information-*Must be signed!*
3. Emergency Medical Consent- *Must be signed!*
4. Medical Insurance Waiver (Only fill out if you have no insurance or do not wish to share insurance information)
5. Prescription/Non-Prescription Instructions
6. Videotape Permission- *Must be signed!*
7. Cell Phone and Camera Usage- *Must be signed!*
8. Roommate Request Form (Roommate requests are not guaranteed)

All of the above forms must be returned as one complete packet.

9. GA Trip Itinerary (Does not need to be returned)
10. Things to know, expectations, and procedures (Does not need to be returned)



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Student's Name _____

**Georgia 8th Grade Field Trip
October 15-17, 2014**

PARENT CONSENT FORM

I give permission for my child, _____, to participate in the 8th grade Georgia field trip. I will hold neither the school, nor the faculty advisors accompanying this group, responsible for any accident or injury to my child.

Parent/Guardians _____

Address _____

Required Phone Numbers:

Father/Guardian

(home) _____

(work) _____

(cell) _____

Mother/Guardian

(home) _____

(work) _____

(cell) _____

In case of emergency, if unable to locate parents, please notify:

Name _____

Phone (home) _____

Relationship to child _____

(work) _____

(cell) _____

OR

Name _____

Phone (home) _____

Relationship to child _____

(work) _____

(cell) _____

Signature of Parent or Legal Guardian

Date



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MEDICAL INFORMATION FORM

In the event that a medical problem arises, you will be notified immediately by phone. We hope that no problems will occur, but with a large group of young people, we need to be prepared.

In order to provide the best possible medical service during this trip, the following information is needed:

1. Does your child have any type of illness which needs to be monitored?
(Example: asthma, diabetes, etc.) Yes _____ No _____
If yes, please explain:

2. Is your child allergic to any medications?
If yes, which one(s)? _____ Yes _____ No _____

3. Is your child allergic to any foods?
If yes, which one(s)? _____ Yes _____ No _____

4. Does your child have any insect allergies? Yes _____ No _____

5. Does your child need an Epi- Pen for any listed allergy? Yes _____ No _____

6. Will your child take any prescription medication during this trip? Yes _____ No _____

If you answered "yes" to question #6, you must fill out the "Authorization to Give Medication" form found on our Haynes Bridge Website. Click on the "parent" tab, followed by the "clinic" tab. This form **MUST be signed by a doctor as well as the parent.**

If your child will be taking any medicine during the trip, please send a three day supply to the school nurse no later than FRIDAY OCTOBER 10th. Your child's chaperone will be in charge of the medications.

Is there anything else, medically, of which we need to be aware? If yes, please explain:



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MEDICAL INSURANCE WAIVER

THIS FORM IS ONLY TO BE COMPLETED IF YOU DON'T HAVE MEDICAL INSURANCE OR YOU CHOOSE NOT TO GIVE YOUR INSURANCE INFORMATION.

In the event of illness or accident, I hereby give my consent for the necessary emergency medical treatment, including hospitalization, for my son/daughter during the Haynes Bridge Middle School South Georgia field trip. I understand that the supplemental insurance that is provided for this trip covers accidents only. I also understand that Haynes Bridge Middle School and Fulton County Schools are not financially responsible for any pre-existing illnesses, nor any care or treatment received due to an accident or illness while on this trip. **I will take full financial responsibility for my child.**

CHILD'S NAME: _____
Last First Middle Initial

BIRTH DATE: ____/____/____ **AGE:** ____ **SS#** _____
Month Day Year

FATHER/GUARDIAN _____ **EMPLOYER** _____
Print

MOTHER/GUARDIAN _____ **EMPLOYER** _____
Print

PHONE NUMBERS:

<u>FATHER/GUARDIAN</u>	<u>MOTHER/GUARDIAN</u>
(HOME) _____	(HOME) _____
(WORK) _____	(WORK) _____
(CELL) _____	(CELL) _____

IN CASE OF AN EMERGENCY, IF UNABLE TO LOCATE THE PARENTS, PLEASE NOTIFY:

_____ NAME (relationship to child)	_____ HOME PHONE
	_____ CELL

SIGNATURE OF PARENT OR LEGAL GUARDIAN



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Prescription/Non-prescription Medication

If medication must be taken while on the Georgia Trip, we will need your assistance and cooperation. If your child will be taking a **prescription** medication, please fill out the "Authorization to Give Medication" form, and bring a 3 day supply to the clinic no later than **FRIDAY OCT 10th, 2014**. If your child will be taking (and self-administering) a Fulton County approved over-the-counter medication such as Tylenol, Motrin/Advil, antihistamines (allergy medication) please fill out the "SHS-2/ Authorization for Students to Carry a Prescription Inhaler, Epi-Pen, Insulin, or Other Approved Medication" form. This will allow the student to carry and self-administer these medications that you send with them.

1. Prescription Medication - The **parent/legal guardian** and **physician** must complete an authorization and instruction form entitled "Authorization to Give Medication at School." A copy of this form is found on our website. Click on the "parent" tab then the "clinic" tab. You may also request a form from HBMS. **The completed form must accompany the medication.**

2. Non - Prescription Medication - The **parent/legal guardian** and **student** must complete an authorization form entitled "Authorization for Students to Carry a Prescription Inhaler, Epi Pen, Insulin, or Other Approved Medication." A copy of this form is found on our website under the "parent" tab, followed by the "clinic" tab. Filling out this form allows the student to carry and self-administer the Fulton County approved medications: acetaminophen, antacids, aspirin, cough drops, ibuprofen, midol or oral antihistamines. These must be supplied by the student's parent. **The completed form must be turned in by Friday October 10th.**

3. The **prescription** medicine, in the **original container** (along with the authorizing form) must be given to Ms. Brosmer, clinic assistant, *no later than Friday October 10th*. The prescription label's directions must match the directions on the Authorization to Give Medication Form.

4. At the designated time, the student will go to their chaperone to take the medication. Assistance/supervision will be in accordance with the instructions on the authorization form. Medication is a parental responsibility; school chaperones will not assume any liability for supervising or assisting in the administration of medication.

5. Unused medication should be retrieved from the chaperones at pick up on Friday evening when the kids return to the school. If not picked up within one week after the trip, the school will dispose of the medication.

If you have any questions please call Ms. Brosmer at 770-740-7030



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Georgia Field Trip Parental Permission Form For use of Videotapes

Please indicate below whether or not you give permission for your child to view videotapes that have Parental Guidance (PG) rating while on the Georgia Field Trip. These videotapes are not from our school or district's collection of materials and some will be brought by individual students. Absolutely NO PG-13 or R rated videotapes will be shown. Also, as a supplemental instructional aid to the visit to Andersonville, clips of the 1996 TNT film, Andersonville, will be shown. This film is not rated.

Thank You,

Rashida Armstrong
Assistant Principal

Yes, _____ has my permission to view (PG) rated videos.

No, _____ does not have my permission to view (PG) rated videos.

Student Name

Date

Parent/ Guardian Signature

Date



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Cell Phone and Camera Usage

Students are allowed to bring cell phones and cameras. There are a number of important considerations when allowing your child to bring such devices on the Georgia trip.

1. Haynes Bridge Middle School is not responsible for lost or stolen devices. Students need to keep track of their devices. There will be a lot of movement getting on and off buses, and a lot of opportunities for things to be misplaced or taken. For this reason, laptops and gaming systems are discouraged. Small, portable phones and cameras are a lot easier for students to keep on their person at all times.
2. The use of cell phones for anything besides taking pictures is not allowed while tour guides are speaking. We want to show courtesy, and get the most we can out of the educational experience without the distraction of social networking.
3. Haynes Bridge Middle School is not responsible for the communications or pictures taken by students during the trip.
4. All Fulton County Schools student code of conduct expectations and technology acceptable use standards are still in place and will be enforced.
5. Haynes Bridge Middle School is not financially responsible for damage, theft, or loss of any electronic devices.

Parent Signature _____

Student Signature _____



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GA Trip Rooming Request

Student Name: _____

The three students with whom I would like to room:

1. _____
2. _____
3. _____

HBMS will do the best we can to match you with the people you request, but no guarantees are made. The expectation of HBMS is that all students will feel welcome and included by other students no matter what room they are assigned to.

This form must be returned to the front office at the same time as the final payment. Forms will not be accepted after October 3rd.



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2014 Georgia Trip Itinerary
 All destinations and times are subject to change

October 15th	October 16th	October 17th
<p>7:00-Students should report to HBMS cafeteria with suitcase, lunch, spending money. 7:30- Depart from HBMS 12:30-2:30- Fort Jackson (Lunch and Program) Students must bring their own lunch 3-4:00- 1st African Baptist Church visit 4:15-5:15-River Street 5:30-6:30-Dinner at Mall 7-9:00-River Boat Cruise 9:30 PM--Hotel check in Boys-Country Inn and Suites Girls-Spring Hill Suites</p>	<p>6:00- Wake up time 7:00-Report to breakfast 8:00- Depart for Savannah 8:30-9:30-TramTour 10:30-11:30-Fort King George 12-12:30-Chick Fil A Picnic 1:30-2:30-Jeykll Island Tram 3-4:00-Beach Time 5:30-6:30-Dinner at Mall in Savannah 7-8:30-Ghost Tour 9:00-Return to hotel</p>	<p>8:00AM Depart Hotel (Students will pack, eat breakfast, and final room check will completed between 6-8.) 11:30-12:30-Plains, GA w/tour and shopping 12:30-1:00-Subway picnic 2:30-4:00-Warm Springs 5-6:00- Arrive back at Haynes Bridge Middle (Students will be instructed to call home when we are hour away from the school.)</p>



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8th Grade Georgia Trip October 15-17, 2014

Things to Know:

1. **Arrive at Haynes Bridge by 6:45 AM on Wednesday, October 15th. We will depart from Haynes Bridge promptly at 7:30 AM.**
2. **Upon return on Friday, October 17th, students will arrive at Haynes Bridge at between 5:00- 6:00 PM. Please be on time for pick up. There are limited ways to get a message to parents if we are running late (students can attempt to call on their cell phones from the buses). It is easier and safer for you to wait on the students than the students to wait on you!**
3. Eat breakfast before leaving home Wednesday.
4. **Be sure to pack a lunch for the first day. Notify Ms. Armstrong by October 3rd if you will need a school lunch. We will not eat lunch until approximately 11:30. Students may bring a snack to eat before lunch. They may have snacks and drinks on the bus. Please do not bring caffeinated snacks and drinks.**
5. Students who will need to take prescription medication during the trip are to bring the medicine and medication form to the clinic assistant, Mrs. Brosmer, by Friday, October 10th. **Do not wait until the morning of the trip to bring medication.**
6. Students may bring music devices with earphones to use on the bus and in their room in the evening. They may not use these devices during tours or presentations. **Please refrain from bringing music with R rated lyrics (profanity or descriptions of inappropriate acts). Please label each possession with the student's name. Students are responsible for their own possessions.**
7. Students may bring still cameras or video cameras. Students are responsible for their own cameras. Student identification must be on each item.
8. **Each student is required to have a composition notebook and pen for journal writing while on the trip. The information gathered will be used in their academic classes once students return from the trip.**
9. Students will be responsible for transporting their own belongings, so please limit the amount of luggage to one piece. Please tag luggage with the student's name, as many pieces of luggage look alike. Students may bring a pillow and blanket for the bus if they wish. Students may also carry a small daypack to carry snacks and personal items.

10. Students are to dress in appropriate school attire. Please no short shorts, bare midriffs, shirts with spaghetti straps, or see-through/revealing clothing. No rips, tears or holes in clothing. Wear comfortable shoes as we will be doing a lot of walking. **The school dress code will be enforced.**
11. **Students are to dress for the day prior to going to breakfast.** Hats are not to be worn during meals or when inside buildings, same rules as school.
12. Weather can be unpredictable, so please pack a warm jacket or sweater, hat, umbrella and long pants. Watch the weather forecast as the departure date gets closer.
13. Include all necessary personal toiletries for the three days. Extras may be a good idea.
14. Once students are in the rooms for the night they are not to come out until the morning when their chaperones go to their rooms. This is for security reasons. If there is a problem, students may call their chaperone on the phone. **Students may NOT use the hotel room phones for any reason other than to notify their chaperone in case of emergency.**
15. **Girls are not allowed in boys' rooms and boys are not allowed in girls' rooms under any circumstances. We have booked separate floors/hotels for boys and girls. Boys and girls are not allowed to sit beside each other on the buses at any time. Boys sit on the driver's side, and girls will sit on the opposite side.**
16. Please do not call the school administrator, Ms. Armstrong, unless there is an emergency that the student must be made aware of before he or she gets home. If we have an emergency, be assured that you will be called.
17. All students are expected to adhere to the Fulton County and Haynes Bridge Code of Conduct while on the field trip. Students who exhibit severe misbehavior that cannot be handled appropriately during the trip or exhibit behavior that jeopardizes the safety and well-being of other students will have their parents called to make arrangements for the student to return home immediately. Consequences for violation of the Fulton County and Haynes Bridge Code of Conduct will be issued upon return to Haynes Bridge.
18. **Students are responsible for handling their own money. Chaperones will not loan money or hold money for students. Because all expenses associated with the trip have been paid for in the \$300.00 fee, the only money necessary will be for souvenirs or snack items and a donation of a minimum of \$1.00 per student to thank our bus drivers.**
19. Chaperones are not responsible for the choice of items bought by students. If we find that a student has bought an item that is inappropriate or disruptive, the item will be confiscated and given to parents upon our return. Examples of some of these objects could be fireworks, stink bombs or objects that are designed to be thrown or shot.

