



Mattacheese Middle School



400 Higgins Crowell Road ε West Yarmouth, Massachusetts 02673

Telephone: 508-778-7979 ε Fax: 508-778-7987

M. Catherine Wollak
Principal

Brian Ota, Dean of Students
Leonard Phelan, Dean of Students

Oct. 27, 2009

Dear Parent/Guardian:

We are happy to announce that the 8th grade trip to New York City has received the blessing of the Dennis-Yarmouth Regional School Committee. We are excited to offer this wonderful opportunity to our current eighth grade students.

The dates of this year's trip are June 16, 17 and 18, 2010. Having listened to the concerns of the parents who attended our 8th grade parent meeting last earlier this month, we diligently looked for reduced cost yet a safe and enjoyable itinerary. The cost is \$375.00, a decrease of one hundred dollars from last year's trip. Our travel agency is Gerber Tours, Inc., an agency that the school has worked with previously.

The eighth grade faculty and our PTO are in the process of hosting fundraisers over the course of the school year to help each student defray costs. We keep an individual account for each student participating in the fundraisers and/or attending the trip. We will forward a statement home with your daughter/son following each fundraiser. Payments associated with our trip are due to the travel agency periodically over the next several months. We accommodate these payments by setting up a payment schedule for our families. We respectfully request that each family adhere to the payment dates detailed in the attached Payment Schedule memo. Payment in full, in lieu of the payment schedule, is always acceptable. **All checks for the trip should be made out to Mattacheese Middle School, with a memo line of your child's name and NYC after it (usually on the left bottom line of the check).**

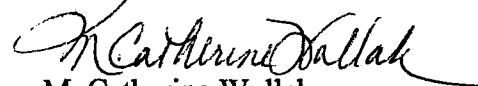
It is important we have an accurate count of students planning to participate in the trip. In order to reserve a seat for your daughter/son on the trip, we **must** receive the attached commitment form, code of conduct signature section and a **\$175.00 deposit by Thursday, November 19, 2009**. The deadline for this deposit is critical to ensure reservations are made for the correct number of tickets, rooms, and to secure transportation. **Students who do not sign up by November 19th will not be able to participate in the trip. Please return these important forms and deposit to Mattacheese Middle School via the mail or with your daughter/son as soon as possible.**

This is a wonderful trip that is well chaperoned, with an established itinerary that has received positive feedback from the students over the past several years. We hope that all of our eighth grade students will choose to participate in this culturally enriching year end event.

Please read the other pertinent information included with this letter. The information includes details regarding fundraising opportunities, the payment schedule and the itinerary, as well as the required behavioral contract. As it is a school approved trip, all district and school policies and our code of conduct with behavioral expectations apply. You may access information about the trip at our school website. Look for updates on fundraisers, trip itinerary details, and other important information as the year unfolds.

We welcome your questions! Please call or email the 8th grade advisor, Janet Harmon at 508-778-7979 or harmonj@dy-regional.k12.ma.us. You may also contact me as well.

Sincerely,


M. Catherine Wollak
Principal

**8th GRADE NYC TRIP JUNE 2010
Commitment Form**

Student's Name _____ **Date:** _____

Homeroom Teacher: _____

_____ **My Daughter/son has permission to participate in the eighth grade class trip to New York City on June 16, 17, 18, 2010.**

_____ **My Daughter/son will not be participating on this year's class trip. I understand that my child may not attend the trip if no payment, signed commitment form, and/or behavioral contract are submitted at this time.**

Print Parent's Name _____

Email address: _____ **Preferred phone number** _____

Parent's Signature: _____

Student Signature: _____

TO VERIFY COMMITMENT TO THIS TRIP:

_____ **I have enclosed a check for the first payment of \$175.00 out of the total \$375.00 cost of the trip. Checks payable to: *Mattacheese Middle School***
Place Name of student and NYC trip on Memo Line

_____ **I have read the enclosed MMS Code of Conduct page and agree to the behavioral expectations for this trip.**

THIS FORM with PAYMENT IS DUE NO LATER THAN NOV. 19, 2009.

Please note: Additional forms regarding housing, medical release of information and transportation may be needed at a later date as well.

8th Grade NYC Trip: MMS Code of Conduct

The 8th grade overnight trip to New York has long been an important part of the student's culminating experiences at Mattacheese Middle School. This year, the 8th grade class trip promises to be an exciting and memorable experience.

All students are eligible for this trip. But like all school related field trips, behavioral expectations are in place. To ensure the safety and security of all our students in a new environment, students with the following infractions will *not* be able to participate in this field trip to New York City:

Level 4 Code of Conduct offenses (automatic ineligibility)

- Alcohol or drug possession, distribution, use or sale
- Making bomb threats, false alarms, or false school closing reports
- Violating another person's civil rights; hate crimes
- Weapon possession
- Physical sexual assault
- Tampering with fire detection, fire suppression, heating, light, power, or communication systems
- Lewd and lascivious behavior
- Assault of faculty and / or staff

Level 3 Code of Conduct offenses (2 incidents or administrative discretion)

- Repeated (3 or more) Level 2 violations
- Damaging, removing or destroying school property
- Fighting, assault, intentional physical harm to another student
- Leaving school grounds without authorization
- Smoking on school grounds
- Theft or damage of personal and/or school property
- Sexual harassment

We remind students and parents that MMS has a progressive discipline policy. According to our school's Code of Conduct Level 1 and 2 offenses may lead to Level 3 and 4 offenses.

Level 2 offenses – Office level

- Repeated (3 or more) level 1 incidents
- Disrespect or defiance towards a teacher, backtalk, refusal to comply with teacher directions
- Threat of physical harm
- Violation of District Internet User Agreement
- Skipping class; repeated tardiness
- Using profane, abusive, vulgar, defamatory or discriminating language, gestures or images
- Gambling
- Plagiarism, cheating, copying
- Inappropriate use of all phones / electronic devices on school grounds

Level 1 offenses – Teacher level

- Chronic inattention during class or repeated or sustained disengagement from class activities
- Disrupting the peaceful and orderly conduct of classes
- Horseplay / hands on behavior
- Inciting others to violate code of conduct
- Loitering / pass violation
- Violation of school rules: wearing hats, public displays of affection, inappropriate school attire
- Unprepared for class

If you have questions concerning this information, please contact Mrs. Janet Harmon or Mrs. Cathy Wollak at 508-778-7979

Parent/ Guardians and Students:

Please read and sign below. Please detach the slip along the dotted line and **return this with your signed confirmation form and deposit to Mrs. Harmon at Mattacheese Middle School by Thursday, November 19, 2009.**

New York City Code of Conduct Acknowledgement

I, the undersigned, have read the attached MMS code of conduct and understand that all school rules and behavioral expectations are in place. The infractions listed can make me (the student) ineligible for participation in the NYC trip. No refunds will be made should ineligibility occur after payments have been made.

Date: _____

Student's Name (please print): _____

Homeroom: _____

Student's Signature: _____

Parent/Guardian's Signature: _____

THANK YOU FOR YOUR TIMELY REPOSE AND COOPERATION. IT IS GOING TO BE A WONDERFUL EXPERIENCE FOR ALL INVOLVED.

**Mattacheese Middle School
8th Grade Trip New York City
Payment Schedule**

To: Parents and Students Participating in NYC 8th Grade Trip

The following schedule ensures timely payments for each student for the class trip so funds are available for periodic payments to Gerber Tours, our travel agency. We respectfully request that parents and students, either through payments or fundraising, strictly adhere to this schedule. Should you have questions or difficulty with meeting the deadlines, please email Ms. Harmon or contact the MMS office 508-778-7979.

Clarification of the fundraising credit awarded to each student's account through his/her fundraising participation was shared with the students at the class meeting in October.

Date	Amount Due Fundraising or Payment	Total Due To Date
November 19th	\$175	\$175
February 5th	\$ 75	\$250
April 9 th	\$125	\$375

PLEASE BE AWARE: There will be no refunds should the student not participate in the trip after payments are made. All students attending the trip must be paid in full by April 9, 2009. There will be no exceptions to this final deadline.

Fund raising has already begun and will continue throughout the year. There are multiple opportunities for students to earn money towards their balance. Thus far we have had a Sally Foster sale and are currently holding a Cookie Dough sale. We anticipate a Pasta Dinner Night with a silent auction and another major push in the spring. Check out the PTO/NYC Trip links at our school website for updates. Information will also be posted in the newsletter and through handouts to the students.



TENTATIVE ITINERARY

Tour ID:15881

First Day

Wednesday June 16, 2010

- 6:00 am Departure from school.
- Shopping and browsing around Battery Park. A bag lunch will be provided by group.
- 2:30 pm Admission to the Museum of Jewish Heritage, a living memorial to the Holocaust.
- 5:00 pm Check into your hotel:
Courtyard by Marriott Lyndhurst Meadowlands [One Polito Avenue, Lyndhurst, NJ (201) 896-6666] *Security Included*
- 6:30 pm Enjoy the evening on the Spirit of New Jersey for a dinner cruise around Manhattan.

Second Day

Thursday June 17, 2010

- 7:00 am Breakfast at your hotel.
- 9:00 am Boat ride to visit the Statue of Liberty & Ellis Island.
Shopping and browsing at South Street Seaport. A meal coupon will be provided for lunch.
- 2:00 pm Tour of the United Nations Building.
- 4:00 pm Visit Madame Tussaud's NY- touch, chat and even sing with the amazingly life-like wax figures of the best-known personalities from New York and around the world.
- 6:00 pm Dinner at Planet Hollywood.
- 8:00 pm Enjoy a performance of the Broadway show "In the Heights" located at the Richard Rodgers Theatre (tickets subject to availability).

Third Day

Friday June 18, 2010

- 8:00 am Breakfast at your hotel and check out.
- 10:00 am Depart for home.
- 3:00 pm Approximate arrival back at school.

This itinerary must remain flexible to compensate for traffic, crowds and weather conditions.