

**Washington DC**  
**May 21-23, 2020**  
**RULES AND REGULATIONS**

1. There will be no alcoholic beverages, cigarettes, tobacco, or drugs permitted. Parents are advised to check luggage before the trip. Bags and luggage are subject to search before boarding busses on Thursday and randomly and/or with reasonable suspicion.
2. No one will be permitted to take any type of medication (including over-the-counter) without submitting a "Request to Administer Medication Form." All medication will be administered by school personnel only.
3. Room checks will be taken upon arrival at the hotel to make certain everyone is in their assigned room. Once in the room, *no one is permitted out of that room without permission* of the chaperone, and only in an emergency. The doors are to be locked and opened only for authorized chaperones.
4. There will be no running pushing or yelling **at anytime** while traveling or in any of the places on visitation. You must always obey the order of those in charge, be it a tour guide, teacher or driver.
5. While eating you meals at various restaurants, please use you best table manners. It is not necessary to jump about once you sit down. **Stay seated until dismissed.** Again, loud talk is unnecessary.
6. Whenever you are on the bus, you must abide by the bus driver's commands at all times. Movement about the bus must be kept to a minimum. Extra care must be taken to assure a clean bus, and keep sick students at a minimum. **Do not litter.**
7. **Gum chewing and sticky candy are not permitted on this trip.** The bus company prohibits gum and candy because of possible damage.
8. When at the hotel, you must act maturely at all times. The hotel rooms are reserved in **your** name, therefore you are responsible for all property in the room. Upon arrival, each room will complete a damage report which chaperones will collect.
9. Students are not permitted to use cellular phones during loading and unloading of busses and while walking to and from destinations during this field trip. Cellular discretion should also be used when tour guides and other adults are addressing the bus.
10. **You must abide by the dress code and all other school rules** since this is a school field trip. (See "What to Wear – What to Pack" – on the other side of this sheet.)
11. In summation remember: Ever precaution has been taken to insure you safety and welfare. All of you are "**ambassadors of our community,**" and what you say and do reflect your home, school, and community. We are proud of you and are happy to share this experience.

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**WHAT TO WEAR – WHAT TO PACK**

1. While representing our school and community in Washington DC, shirts that have silk-screened pictures or “off-color” remarks are not permitted. **SWEATS, WARM-UPS, JOGGING SUITS, LEGGINGS/JEGGINGS, “SWISHY PANTS” ARE NOT PERMITTED. And, NO TANK, CROP, HALTER, or SPAGHETTI-STRAP TOPS. Midriffs must be covered.** Clothing fads cannot be anticipated and will be addressed as necessary.
2. **Wear comfortable shoes that are good for walking and walking – and walking!** (Tennis shoes are best....please, no sandals or flip-flops, slides, combat boots, or clogs.)
3. Think about the outfit you put on Thursday morning – you will be wearing it all day and evening. Try to wear something wrinkle-free that will not be too hot on the bus; and be sure you have your sweater or jacket on the bus with you. You will not be able to access your suitcase under the bus.
4. Each day’s schedule calls for much walking, indoors and out. Dress comfortable, neatly. We will leave the hotel each day at 7:00am for a full day of activities. We will not return to the hotel until late p.m. If you need contact lens solutions, sunglasses, etc. you must take it with you. It will be safe to leave these items on the bus.
5. **NO HATS** – this is a Washington DC rule only. Due to the amount of memorials we visit, we would like to conduct ourselves as respectfully as possible; therefore, we do not wear hats in Washington DC so there is never an issue remembering to take them off at the places of remembrance.

SUGGESTED PACKING LIST

**ONE SUITCASE PER STUDENT (SUGGESTED SIZE, 26’ OR SMALLER) – ATTACH A LABEL FOR EASY IDENTIFICATION.** Each student will carry his or her own suitcase to and from the bus. One carry on of a reasonable size that will fit underneath the seat **or in** the overhead compartment is permitted on the bus for camera, light jacket, etc.

CLOTHING

3-4 comfortable outfits  
1-2 pairs comfortable shoes  
sleepwear  
bathrobe  
sweater, jacket or coat  
3 pairs of socks  
umbrella and/or poncho

PERSONAL ITEMS

soap  
Toothbrush, toothpaste  
toiletries, deodorant  
curling iron, blow-dryer  
towels furnished by hotel (**One towel per person per day. If you require more than one towel, bring your own and a plastic bag to put them in.**)

We reserve the right to confiscate and electronic equipment that disrupts the educational purpose of this field trip. Reading material or small games may be taken for the bus trip. You must use headphones for any electronic equipment taken on the bus. We will not be responsible for lost or stolen items. Please do not take any electronic games or equipment that would plug into a TV set. If these items would be lost or stolen it would ruin your trip.

### **HOTEL COURTESY & REGULATIONS**

1. Basically, the hotel is off limits to the group. You need to be in your room when the group is at the hotel unless special permission has been given to you by one of your school chaperones or tour escorts.
2. NO yelling or loud talking when you are in the halls, lobby areas or in your rooms.
3. There are strangers that could be staying next to or under you so please act accordingly.
4. **DO NOT** use the telephone in your room. They are to be considered OFF LIMITS to All. (Except in the case of emergency.)
5. Be careful not to let your door slam when entering or leaving the room.
6. Two people should be responsible to take the key when the group is leaving the room.
7. As on the Bus, any damage to the room is the responsibility of the student(s) involved and their parents.
8. Student will be informed when to go for ice and where the machines are located.

### **IN THE MORNING**

1. You are to stay in your room until a chaperone comes to let you know it is time to go down to the Bus.
2. Make sure that you have your phone and money with you. They should not be left in your room as we will not be returning to the hotel until later in the evening. (Also, please bring your hotel key!)

## BUS RULES

1. **USE QUIET VOICES** on the bus. Keep noise level at a reasonable level.
2. **POP and GUM** stay off the bus (ONLY WATER PERMITTED)
3. **RESTROOMS** on the bus are to be used only **in emergency**.
4. **STAY SEATED** on the bus at **all times**. **Safety Reasons!**
5. **KEEP BUS CLEAN at all times**. Waste Basket will be passes.
6. **LISTEN WELL** to the directions and information you received from your chaperones and tour guides.
7. **NO FLASH PICTURES AFTER DARK.**
8. **EARPHONES MUST BE USED** when playing iPods and iPads
9. Any property damaged on the Bus I the sole responsibility of the student(s) involved with the ultimate responsibility rests with the parents. No kneeling on seats, arm rests, etc.
10. Students must have the cell phone numbers of their roommates stored in their cell phones before unloading bus.
11. Everyone must be accompanied by at least one of more friends when not on the Bus.
12. **SMOKING – School policy is enforced**. Smoking is never permitted on the Bus or in the hotel room.
13. Remind students of consequences of **SHOPLIFTING**.

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I, \_\_\_\_\_, have read and understand the above rules and regulations. I understand there is a three strikes policy for this trip. Strike one will result in a verbal warning, strike two will result in a call home and strike three will result in a drop-off at the nearest police precinct until someone from home can pick me up.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_