

PARMA CITY SCHOOL DISTRICT
GENERAL INSTRUCTIONS - FOR PARENTS AND STUDENTS - WASHINGTON, D.C. TRIP

HOTEL: Best Western Fairfax
3535 Chain Bridge
Fairfax, VA 22030

Phone #: 703.591.5500

A. CLOTHING:

1. Good school dress is recommended. Slacks such as **Khakis, Dockers, corduroys**, etc. are highly recommended for girls and boys. Please **NO jeans or denim pants. NO “sagging/baggy” pants, shorts, pull-away pants, or skorts** are permitted. Shirts with collars, (polo shirts) turtle necks, and sweaters are acceptable. **NO T-shirts are permitted.** Girls are not to wear high heeled shoes. Girls may wear capri pants and boys may wear Bermuda shorts to the knee. **“Nice” tennis shoes and comfortable shoes are acceptable. No sandals or flip-flops.**
2. Heavy wrap (winter jacket) for outdoor wear and light-weight jacket are strongly recommended (even if you don’t think you will need it). **Hoodies/Zip up Sweatshirts** with small logos are permitted as a light-weight jacket as well as Normandy jackets and sweatshirts. Also pack an umbrella and a waterproof poncho or raincoat.
3. Checklist of suggested items for packing:

<u>GIRLS</u> - dress slacks such as Khakis, Dockers, corduroys	underwear
Capris	comb/brush
blouses/shirts with collars	curling/flat iron/hair dryer
sweater	alarm clock
tennis shoes & dress flats	toiletries
2 pairs of socks	Kleenex
pajamas/robe	toothpaste & toothbrush
slippers or flip flops	wristwatch

<u>BOYS</u> - dress shirt and/or sport shirt with a collar (polo)	underwear
dress pants (Khakis, Dockers, corduroys,)	pajamas
Bermuda shorts	Kleenex
2 pair socks	comb
comfortable tennis shoes or dress shoes	alarm clock
slippers or flip flops	toiletries
toothpaste & toothbrush	wristwatch

CRUISE ATTIRE: IN THE INTEREST OF SAFETY, ONLY FLAT SHOES OR TENNIS SHOES MAY BE WORN ON THE CRUISE. NO FLIP FLOPS OR HIGH HEEL DRESS SHOES WILL BE PERMITTED. BOYS WILL WEAR SHIRTS & SLACKS. GIRLS WILL WEAR SHIRTS AND DRESS SLACKS.

B. ASSEMBLY INSTRUCTIONS:

1. Assemble at school at the designated time on day of departure.
2. Parents are to say their good-byes at home. Because of the traffic congestion, it is advised that students share rides and that parents leave after dropping children off so that other parents will be able to do the same.
3. Passengers are to report to assigned bus rooms with their luggage.
4. Luggage tags are to be completed by passengers and attached to luggage.

5. **Cell phones are to be used for picture taking on tours. No calling or texting on tours.**
6. **Name tag lanyards and hats are to be worn at all times.**
7. Absentee students are to be reported by calling Normandy's office.
8. Passengers are to line up in reverse order to facilitate boarding onto the bus.
9. Signs taped onto buses will indicate bus numbers.
10. Passengers are to carry their own luggage to buses.
11. Luggage is to be handed to driver for loading on bus.
12. Passengers are to board buses according to assigned aisle or window seat.

C. LUGGAGE SIZE:

1. Recommended maximum, over-all dimensions of suitcases are:
18" high - 26" long - 9" deep
2. Small-size suitcases are highly recommended. Luggage will be kept underneath the bus.
3. Students who do not have appropriate luggage are to advise their social studies teachers. Assistance can be given.
4. A book bag, duffel bag, or a small carry on will be permitted on the bus. Possible items needed during the day should be stored in this bag -- cell phone, electronic devices, medication, snacks, bottled water, etc.
-- **no pop or juice – no powdered, flavored water additives**

D. BUS ASSIGNMENT:

Please know your bus number and assigned seat (aisle or window).

E. HOTEL ASSIGNMENTS:

1. Night Duty teacher will be responsible for room check of these students.

F. MONEY:

1. **THE COST OF ALL MEALS IS INCLUDED IN THE PRICE OF THE TRIP.**
2. It is recommended that students not carry more than \$40.00 to minimize possible losses.
3. Souvenir T-shirts can be purchased outside of the Smithsonian Museums for as little as \$7-10. Chaperones will be posted by the vendors at the Smithsonians. Some souvenir shops contain more expensive items. Use your judgment.

G. CAMERAS:

1. Many opportunities will be found for picture-taking. It is advised that expensive cameras **not** be taken on the trip. Your cell phone may be used as a camera during tours. It may not be used for talking or texting when on tours. Disposable cameras can also be purchased.
2. **Label your cell phone and any electronic devices with your name and address. Return address labels work well.**
3. Bring chargers for your cell phone and any electronic devices.
4. Please be responsible in keeping track of your property.

H. BUS SICKNESS:

1. Do not feel ashamed of bus sickness.
2. When sickness begins to develop, the bus teacher should be alerted.
3. Several things can be done to help prevent sickness or to make passengers more comfortable.
 - a. Ask for a bag in case of need.
 - b. Move to the front of the bus. Look straight down the roadway.
 - c. Ginger ale, soda crackers, etc. will be available from the bus teacher to help passengers in case of upset stomach.

- d. If necessary, the bus teacher will ask the driver to pull off the road.
- e. Assistance is also available from the nurse who accompanies the convoy in a van.

I. CODE OF CONDUCT DURING THE TRIP:

1. Loud talking, shouting, improper language, pushing, etc. will not be tolerated.
2. Comments are not to be directed to pedestrians, motorists, or bus driver.
3. Snacks and chewing gum will be permitted on buses and in rooms, provided that waste paper, wrappers, etc. are confined to wastepaper baskets. **No juice boxes or pop is permitted on the bus.** Bottled water is permitted (3-4 bottles should be sufficient). No powdered/liquid additives are permitted.
4. Lack of time prevents loitering at rest stops or waiting in lines to purchase anything.
5. Fine table manners encouraged by parents and teachers are to be practiced at all times.
6. Bus windows are to be kept closed. Buses are air-conditioned.
7. Items of value brought by the student (cell phone, electronic devices, earbuds, etc.) are the responsibility of the student. Please label all items with your name.
8. Electronic devices may be played on the bus **only if earbuds are used.**
9. **When touring historical points of interest, electronic devices must be left on the bus. Cell phones are permitted on tours only to take pictures. Cell phone use for texting/calling while on tours result in confiscation.**
10. Large radios, small TV's, **DVD players** or computer games are **not** permitted. Hand held games are acceptable with headphones or earbuds.
11. It is expected that students show utmost respect for adult members of the tour.

It is expected that boys and girls will conduct themselves as ladies and gentlemen throughout the trip so that everyone will find respect for one another as well as win the respect of the people observing us. Courtesy and good manners should be practiced constantly.

It is our hope that students will always remember the significant meaning of the tours and the reverence with which students should visit those many historical areas visited during our trip. This is our American heritage -- a history developed by great Americans for you and me.

J. RESPONSIBILITY OF ROOM CAPTAINS:

1. Turn in room partner forms to social studies teacher with all receipts.
2. Reminding students to keep schedule of times and meeting places.
3. Reporting matters of concern to teacher or assigned chaperone.
4. Room key.
5. Return room key to Night Duty personnel during final night check-out.
6. Supervise the clean-up of the room using the large trash bag provided by the night duty supervisors.

K. IDENTIFICATION MARKERS:

1. **Normandy Hat:**
 - a. Hat must be worn at all times - exception is at the Tomb of The Unknown Soldier & Mt. Vernon.
 - b. An office report will be issued each time the hat is not worn. Lost hat costs \$5.00.
2. **Name Tags Lanyards:**
 - a. Must be worn at all times; this is your "meal ticket" and admission to tours.
 - b. Fines of 50 cents each time name tag is not worn and \$1.00 for lost name tags.
3. **Luggage Tags: (will be furnished on day of departure)**
 - a. Students are to complete necessary information upon arrival in bus room and attach to own luggage.
4. **Buses are labeled with a Normandy sign and a number.**