

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, jeans**, et cetera are highly recommended for girls and boys. Pants must be neat and clean with no rips, tears, holes, or patches. Shirts with collars (polo shirts), turtlenecks, and sweaters are acceptable. Shorts may be worn as long as they are school appropriate. **Athletic shorts are not permitted. T-shirts are not permitted. High-heeled shoes are not permitted. Sandals and flip-flops are not permitted. Pajamas, “sagging/baggy” pants, pull-away pants, or skorts are not permitted to be worn during touring.** Comfortable, clean **tennis shoes** are suitable and recommended.
2. A coat 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 Hillside jackets and sweatshirts. Also, pack an umbrella and a waterproof poncho or raincoat.
3. Checklist of suggested items for packing:

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

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

Cruise attire: In the interest of safety, only flat shoes or tennis shoes may be worn on the cruise. Absolutely no flip-flops or high-heel dress shoes will be permitted. Boys and girls will wear shirts and slacks.

B. ASSEMBLY INSTRUCTIONS:

1. Assemble at school at the designated time on the day of departure. **Absent students are to be reported by calling Hillside's office.**
2. Parents are asked to say their good-byes at home. Due to traffic congestion, it is advised that students share rides and that parents leave after dropping students off so that other parents will be able to do the same.
3. Students are to report to their assigned bus rooms with their luggage.
4. Luggage tags are to be completed by students and attached to luggage.

5. **Name tag lanyards and hats should be put on while in bus rooms and are to be worn at all times.**
6. Students are to line up in reverse order to facilitate boarding onto the bus.
7. Students are to carry their own luggage to the buses.
8. Signs taped onto buses will indicate bus numbers.
9. Luggage is to be handed to the bus driver for loading onto the bus.
10. Students are to board buses according to their assigned aisle or window seat.

C. LUGGAGE SIZE:

1. Recommended maximum, overall dimensions of suitcases are 18" high by 26" long by 9" deep.
2. Small-size suitcases are highly recommended. Luggage will be kept underneath the bus.
3. 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, disposable camera, snacks, bottled water, et cetera. **Pop, juice, and flavored/powdered water additives are not permitted.**

D. BUS ASSIGNMENT:

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

E. HOTEL ASSIGNMENTS:

Night Duty teachers will be responsible for room checks of 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 \$50.00 to minimize possible losses.
3. Souvenir t-shirts and sweatshirts can be purchased outside of the Smithsonian museums. Chaperones will be posted by the vendors at the Smithsonian museums. 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/or camera with your name and address. Return address labels work well.**
3. Bring your charger for your cell phone.
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 students 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, et cetera will be available from the bus teacher to help students 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 trip.

I. CODE OF CONDUCT DURING THE TRIP:

1. **Name tag lanyards and hats are to be worn at all times.**
2. **Cell phones are only to be used for picture-taking on tours. There is no calling or texting on tours. Cell phone use for texting/calling while on tours results in confiscation.**
3. Loud talking, shouting, improper language, pushing, et cetera will not be tolerated.
4. Comments are not to be directed to pedestrians, motorists, or the bus driver.
5. Snacks and chewing gum will be permitted on buses and in rooms, provided that wastepaper, wrappers, et cetera are confined to wastepaper baskets. **No juice boxes or pop are permitted on the bus.** Bottled water is permitted (3-4 bottles should be sufficient). **No powdered/liquid additives are permitted.**
6. Lack of time prevents loitering at rest stops or waiting in lines to purchase anything.
7. Fine table manners encouraged by parents and teachers are to be practiced at all times.
8. Bus windows are to be kept closed. Buses are air-conditioned.
9. Items of value brought by the student (cell phones, earbuds, headphones, games, et cetera) are the responsibility of the student. Please label all items with your name.
10. Music and/or games may be played on the bus **only if earbuds or headphones are used.**
11. **When touring historical points of interest, earbuds, headphones, & games are not to be used and must be left on the bus.**
12. Large radios, external speakers, small TV's, DVD players, or computer games/game systems are **not** permitted. Hand-held games are acceptable with headphones.
13. 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. RESPONSIBILITIES OF ROOM CAPTAINS:

1. Turn in room partner forms to your math teacher with all payment receipts.
2. Remind students to keep a schedule of times and meeting places.
3. Report matters of concern to a teacher or your assigned bus chaperones.
4. Maintain possession of the room key.
5. Return the room key to Night Duty personnel during final night checkout.
6. Supervise the clean-up of the room using the large trash bag provided by the Night Duty supervisors.

K. IDENTIFICATION MARKERS:

1. **Hillside hat:**
 - a. Hat must be worn at all times. The only exception is at the Tomb of the Unknown Soldier.
 - b. Repeated violations of not wearing your Hillside hat will result in a loss of privileges.
2. **Name tag lanyards:**
 - a. Name tag lanyards must be worn at all times.
 - b. Repeated violations of not wearing your name tag lanyard will result in a loss of privileges.
3. **Luggage tags: (will be furnished on day of departure)**

Students are to complete necessary information upon arrival in bus rooms and attach to their own luggage.
4. **Buses are labeled with a Hillside sign and a number.**