

I. ASSEMBLY INSTRUCTIONS

- A. Assemble at the school at 5:30 A.M. Buses will leave as soon as possible, no later than 6:00 A.M. **WE WILL NOT WAIT!!**
- B. Report to the gym with your luggage. Instruction sheets regarding bus seating plans, hotel room assignments, and touring group assignments will be available in the gym. Students will report to assigned rooms for attendance and instructions. The sooner you get to your assigned area, the sooner we can get going. As soon as all students have in their possession all of these materials and the buses are ready to depart, you may take your luggage to your assigned bus, board that bus, and take your assigned seat. When announced, students on bus # 1 will load first, bus #2 second, bus # 3 third and Bus #4 fourth. It is important you listen for directions and go to the correct area by bus.

II. LUGGAGE

- A. **1** standard size suitcase is permitted.
- B. Belongings students would like to take on the bus may be placed in a backpack or duffel bag and brought on with them.

III. CLOTHING AND GROOMING

- A. Wear clothing and shoes that are *comfortable and supportive*. We do a tremendous amount of walking, so wear shoes that are comfortable and broken in.
- B. Basically, school clothing is acceptable. Clothing must be neat, clean, and in good condition. Modesty is also important. There are many kinds of clothes that are acceptable; if you have any doubts concerning any item you would like to wear, check it out with a teacher before the trip. **THE SCHOOL DRESS CODE WILL BE ENFORCED ON THE TRIP. "IF YOU CANNOT WEAR IT TO SCHOOL YOU CANNOT WEAR IT IN D.C."**
- C. Shorts and jeans may be worn on the way to Washington and on the trip home----Jeans must be in good condition----No holes, rips, etc....
- D. On the evening of our Dress Up Dinner, students must dress appropriately. **Shorts are NOT permitted for this occasion**. Dress nicely, however, this is not a prom, if you have any doubts concerning any item you would like to wear, check it out with a teacher before the trip
- E. Regardless of what you wear on the first day, bring some kind of jacket or raincoat for outdoor wear. A raincoat or windbreaker with a hood is recommended. Students who bring a small, collapsible umbrella find them to be very useful.
- F. It is unnecessary for you to purchase a great deal of new clothing for this trip----as already stated, school clothing, for the most part and other clothing that you own at this time is acceptable. It is very important that students present a neat, well-groomed appearance throughout this trip!! We want to be a proud representation of EMS.

IV. WHAT TO PACK IN YOUR SUITCASE----SUGGESTED LIST

G. Girls

Pair of shoes----comfortable
At least 3 changes of clothes in combinations of shorts, shirts, pants etc.
Nice dress or skirt for our dinner
Sweatshirt (If you do not wear it the first day)
Light- weight jacket (If you do not wear it the first day)
Changes in underwear and socks for everyday
Pajamas
Brush and comb
Toothpaste and toothbrush
Small hair dryer
Deodorant
Personal care items
Shampoo
Umbrella
Snacks

H. Boys

At least 3 changes in combinations of shorts, pants and shirts etc..
Sweatshirt (If you do not wear it the first day)
Pair of shoes----comfortable
Sleepwear
Comb and brush
Toothpaste and toothbrush
Changes in underwear and socks for everyday
Deodorant and shampoo
Light- weight jacket (if you do not wear it the first day)
Snacks
Umbrella
Nice outfit for our dinner: Pants and a collared shirt

I. OTHER SUGGESTED ITEMS TO BRING

Sunglasses
Sunscreen
Hat
Reading Material
Playing Cards and Games (for bus and hotel room time)
Camera
Change
I-pods

IV. Medications

No medication, including non-prescription over-the-counter medicine (I.E. aspirin, motion sickness medicine, etc.) is to be kept in your possession. All required medication must be brought into the school by a parent or a guardian and deposited with the school nurse. She will then turn over all medication to the designee on each bus. At the conclusion of the trip, only a parent or a guardian may obtain the remaining medication from the school nurse.

Prescription medicine must be properly labeled and have written instructions from a doctor for administration accompanying it. A physician's order for all prescription and non-prescription medicine must be used (forms are available from the school nurse). The same policy regarding non-prescription pain relievers applies on this trip as the one in effect at the school.

If a parent feels that it is essential that this type of medicine be available to school personnel for administration to a student, a physician's order is required (same form as for prescription).

V. MONEY

- A. We recommend that you carry no more than \$50. We suggest this in order to minimize losses. Also, there will not be many opportunities to spend money; most expenses are already covered by the money you have paid for the trip. You are responsible for handling your own money.
- B. You will require spending money only for snacks of your choice throughout the trip and souvenirs.

VI. CAMERAS

- A. There will be many opportunities for picture-taking. We definitely recommend that you take a camera with you, but not an expensive one.
- B. There will be certain places into which cameras may not be taken. At these times you will be able to leave your camera on the bus, which will be locked. Cell phones can be used as cameras only. Any other use while touring could lead to confiscation!

VII. BUS SICKNESS

- A. There is nothing to be ashamed of if bus sickness occurs. If this situation does develop, contact a chaperone at once, so we can help to make you more comfortable. All buses are equipped with a lavatory, and there are other steps which can be taken if needed in case of motion sickness:
 - 1. Non-prescription medicine, such as Dramamine (this must be taken at least a half hour before departure) **If you think you may need this medication please pack it for the nurse when you turn in your medication.
 - 2. Take a plastic bag just in case
 - 3. Coke, crackers, candy mints, etc. will be available.
 - 4. If necessary, the driver will be requested to pull to the side of the road

VIII. CODE OF CONDUCT AND SAFETY TIPS

A. General

1. Loud talking, shouting, improper language, pushing, running, etc. will not be tolerated.
2. Inappropriate comments are not to be directed to *anyone*. This type of activity is in poor taste and is dangerous. Generally, there is no need to converse with anyone not in our group.
3. Lack of time prevents loitering at rest stops or waiting in lines for a long time to purchase items. Items may be purchased if this can be done quickly and without interrupting time schedules. Definite times will be set aside for souvenir shopping. There are certain items which you are prohibited from purchasing. Anything in bad taste or dangerous items such as fireworks will not be allowed. **If you are not allowed to have the item in school, you will not be allowed to purchase it on the trip.**
4. Food should not be wasted. You must eat nourishing meals if you are to cope with the rather strenuous physical requirements of this trip. Keep snacks to a minimum.
5. Acceptable table manners are to be practiced at all meals.
6. Littering will not be tolerated. All buses will have a receptacle for papers, etc. You will be required to “police” the bus occasionally.
7. Game console, DVD players, etc. are not to be taken along (only something to lose or have stolen). Cell phones, iPods, and MP3 players are allowed only on the bus and in hotel rooms and are absolutely not to be used while students are on touring.
8. You must show the utmost respect for chaperones and their judgment. The authority of the chaperones is final and is not to be questioned. Keep in mind this is an educational trip and that any school rule or procedure, which is applicable, must be observed. Punishments will be quick and severe for any student who violates such rules and procedures.
9. Stealing and shoplifting are illegal; not only does this type of activity give you and the school a bad name, but you could be arrested and thereby ruin the entire field trip for others. And, naturally, your parents would have to be contacted. Items are not to be taken from the hotel room and all rooms will be checked by chaperones before departure from the hotel.

B. Bus

1. Ice Cream, soft drinks, and other kinds of potentially messy refreshments are not to be taken on the buses. Eat at the designated times so that you do not need to bring your meals and beverages onto the bus.
2. As previously indicated, each bus is equipped with a lavatory----- comments are not to be directed to those having to use this facility. Do not use the bus lavatory unless absolutely necessary.
3. When tour guides are on the buses, students are expected to be quiet, courteous, and attentive during all presentations. The same is expected when you are on tour in various buildings.
4. You will be assigned a specific seat on the bus----- you are not to change that seat unless permission of the bus leader is obtained (except with partners and roommates).
5. You are not to stand, attempt to obtain something from the luggage rack, or walk in the aisle while the bus is in motion.
6. Singing, chanting, loud talking, cheering, etc. are not permitted on the buses----- quiet buses are most essential if we are to have another successful trip!!!

BUS CONDUCT CONTINUED:

7. When boarding the buses, go directly to your assigned seat----- obtain what you need before the buses depart.
8. Remain seated and generally facing forward while the bus is in motion. Any socializing will be with you partner and the people in your immediate area.
9. The seats and overhead lights are not toys to be played with.
10. Do not wave, gesture, or shout to anybody outside of the bus.
11. As we reach a destination, remain seated until told to do otherwise. Chaperones are always the first ones off the bus and the last ones back on. This makes everything flow more smoothly.
12. Annoyances on long trips: Gum popping (gum-chewing prohibited on the buses), giggling, loud talking, and having to remind students of required rules and procedures.

C. Touring

1. While touring, do not enter any lavatory unless you are accompanied by other students or chaperones. When you are finished using facilities, leave immediately.
2. When you are instructed to form into touring groups, you must stay with the group until you are permitted to leave. When you are permitted to tour on your own, stay with a rather sizable group of students.
3. Do not run, push, shove, get involved in conversations with other groups, or engage in any unbecoming activity.
4. Be courteous and attentive when being given a guided tour.
5. Keep track of time when not in touring groups and be at the designated meeting places on time.
6. Do not stop at souvenir stands located on the streets. Purchasing from street vendors is not permitted.

D. Hotel

1. Nothing is to be thrown from hotel rooms or from the area where your room is located.
2. Upon returning from touring each evening, you will be instructed to proceed to your room and prepare for bed. Once this instruction is given, you are not to leave your room except in the event of an emergency situation or when the presence of chaperones is needed. Try to contact chaperones by telephone first: never leave your room by yourself.
3. At no time during our stay at the hotel are you to enter any hotel room other than your own (unless permission by a chaperone is granted, and such permission is very unlikely). If you happen to be in adjoining room, you are prohibited to opening the door to the next room.
4. Keep in mind that a sufficient number of sleeping hours (about seven) is absolutely essential every night if you are going to be able to take this trip.
5. There will be a telephone in every room--- you are asked only to use this phone to contact a chaperone; do not use the phone to call home, use your cell phone to contact your family.
6. You are prohibited from using room service.
7. Do not allow any stranger to enter your room for any purpose whatsoever. Request identification from hotel personnel. Do not purchase anything from anyone selling items in the hotel. If there is an emergency in the hotel, call a chaperone first.

8. There may be rest and recreation periods during our stay at the hotel; student behavior will have to be at its very best during these times, or such scheduled periods will be canceled.
9. If you damage anything in your room you are required to pay for it.

E. Conclusion

1. Students are required to conduct themselves as ladies and gentlemen throughout the trip so everyone will maintain respect for one another, as well as gaining respect for people observing us, such conduct is essential if we are to continue the tradition of having successful and worthwhile annual trips for Ellington eighth graders.
2. It is hoped that students will always remember the significant meaning of this trip and observe with reverence the many historical and cultural sites of this trip, as well as the many sacrifices of so many Americans. This is our American heritage! A history and way of life developed by so many Americans---for you and for all of us!!!!!! Enjoy and do your part to make this trip another great success!!!!!!

XI. Supplies available in case of need

Paper and plastic bags	Kleenex
Paper towels	paper cups
Band-aids	soda
Crackers	water
Hand Sanitizer	personal care items
Candy mints	Aloe After Sun