

2011 Washington D.C. Trip Itinerary

Wednesday, June 1:

- 6:00 a.m. Arrive at middle school and check in.
- 6:30 a.m. Buses Depart
- 11:00 a.m. Lunch Stop @ rest area
- 1:30 p.m. Tour of Gettysburg Battlefield
- 5:00 p.m. Dinner @ Golden Corral
- 7:00 p.m. Evening walking tour of Lincoln, Korean, WWII and Vietnam monuments.
- 9:30 p.m. Hotel Check-in (pizza & water provided)

Thursday, June 2:

- 6:00 a.m. Wake-up call
- 6:30 a.m. Breakfast @ hotel
- 7:30 a.m. Buses Depart
- 8:30 a.m. Group Picture in front of Capitol Building

Tour with your chaperone group.

- 5:15 p.m. Meet @ American History Museum
- 5:30 p.m. Depart for Medieval Times
- 7:00 p.m. Medieval Times Dinner Show
- 10:30 p.m. Return to Hotel

Friday, June 3:

- 6:00 a.m. Wake-up call
- 6:30 a.m. Breakfast @ hotel
- 7:45 a.m. Buses Depart
- 9:00 a.m. Tour of Arlington Cemetery
- 11:00 a.m. Lunch @ Pentagon City Mall
- 12:00 noon Buses Depart. Drive through Embassy Row
- 12:45 p.m. Tour of National Cathedral
- 2:30 p.m. Depart for home
- 5:30 p.m. Dinner stop @ restaurant
- 10:30 p.m. Arrive at Highland Middle School

Check return time after 8:30 p.m.: www.nowaktours.com

Washington, D.C.

HIGHLAND MIDDLE SCHOOL June 1, 2, & 3 2011



Student / Parent Handbook

Student Information
HIGHLAND MIDDLE SCHOOL
WASHINGTON D.C. TRIP
June 1, June 2 & June 3, 2011

IMPORTANT TIMES

1. Students report to the middle school by 6:00 a.m. on Wednesday, June 1, 2011. Every student is to have personal luggage clearly marked and should report to their chaperone no later than 6:00 a.m.

**Bring a bagged, disposable lunch.

The busses leave at 6:30 a.m. With or without you!

2. We will arrive back at Highland Middle School at approximately 10:30 p.m. on Friday, June 3, 2011. Please make sure someone is waiting to pick you up. Parents are asked not to block the middle school driveway. We need room for the buses to unload.
3. Luggage tickets will be provided. **All** luggage must be clearly identified. You are permitted one piece of luggage and a small carry-on. Carry-ons should be able to fit under your seat on the bus.

DRESS CODE

1. The Highland Middle School Dress Code will be enforced on the trip. No tank tops, flannels or sweat clothes of any kind.
2. Due to the distance of the various museums, a great deal of walking is necessary. **It is important that comfortable clothes and walking shoes be worn.** New shoes may cause blisters or other foot problems. Band-aids should be packed.

Tour Highlights

Depending upon your group's choices, you may see the following:

- United States Capitol
- White House
- Arlington National Cemetery
- Ford's Theater
- Washington Monument
- Iwo Jima Memorial
- Lincoln Memorial
- FDR Memorial
- Vietnam Veteran's Memorial
- Library of Congress
- Korean Memorial
- National Cathedral
- Smithsonian Institution
- Supreme Court
- Jefferson Memorial
- Kennedy Center
- Bureau of Engraving & Printing
- Holocaust Museum
- Museum of Modern Art
- U.S. Marine Museum
- American History Museum
- Air and Space Museum
- Museum of Natural History
- And many, many others!



Top Ten Trip Reminders

Educational Goals

- To promote an understanding of the three branches of American Government, their respective functions and sites of operation.
- To extend knowledge of American history through active participation in historical interpretations of past events and through tours of selected historical sites.
- To reveal individual and group accomplishments throughout the course of American history.
- To promote patriotism.
- To increase awareness of the responsibilities and duties of American citizens.
- To introduce students to the Smithsonian Complex to see a vast array of subject matter discussed in the classroom.
- To instill an appreciation for the service and sacrifice of American Service personnel who have fought and died to protect the freedoms that Americans hold dear.

Social Goals

To enrich social skills by providing opportunities for active involvement in the areas of: group interaction, following directions, following a schedule, cooperating with group members and leaders, demonstrating good citizenship, travel etiquette and self responsibility.

1. Dress and pack for comfort, while maintaining the Highland Middle School look.
2. You may bring 1 suitcase or duffle and 1 carry-on. Label both with your name, do not include address.
3. You only need 3 outfits, girls! Comfortable shoes are a must.
4. Limit snacks that you bring. We will be eating good meals throughout the trip. Do not bring dairy products. Have you ever smelled spoiled dairy that's been left in a hot bus for 5 hours?
5. Bring only \$30-\$40 dollars in spending money. You will be able to supplement meals, buy snacks or water, and purchase souvenirs. Do not buy the suit of armor, a dagger or a sword at Medieval Times.
6. Bring a disposable camera or use your cell phone camera. Appropriately. 'Nuff said.
7. Oh, and yes, you can bring your cell phone &/or Ipod / MP3 audio player (use w/ earbuds only, of course). And no, you cannot bring a personal game system or DVD player.
8. During 'tour times', such as Gettysburg, Monuments, Museums, Arlington National Cemetery, Embassy Row and the National Cathedral, all electronic items are to be "OFF".
9. Back a disposable lunch for the 1st day. Be able to throw-away all items and packaging. Do not plan to stop at Sheetz at 5:45 a.m.
10. Drink water.

CHECK-IN PROCEDURES:

1. Go very quietly to your room. Do not disturb other guests.
2. **Do not** leave your room until a chaperone inspects it. Then one person can get ice. After you have been checked in by your chaperone, **you are not to leave** your room for any reason.
3. Check your room when you enter. Make sure everything is in order—towels, television, etc. Inform your chaperone of any problems at this time.
4. If security hears too much noise in your room, televisions, music, lights, etc. will have to be turned off and the administration will be notified.
5. In the morning, remain in your room until your chaperone escorts you to the bus or to breakfast. Make sure you bring everything needed for the day, unless instructed otherwise (cameras, coats.....etc.)

CHECK-OUT PROCEDURES:

1. Pack most items the night before.
2. After breakfast return to your room to get your luggage. Your chaperone must inspect your room before you can leave. (Remember, do not take towels, etc.)
3. Double check that you have everything that belongs to you. Once we leave the hotel, we will not be coming back.
4. Meet your chaperone in the lobby. Have your key ready to give to the chaperone.

**HIGHLAND MIDDLE SCHOOL
DISCIPLINE POLICIES**

On a trip of this nature, students are required to be on their best behavior at all times. All school rules and student code of conduct apply throughout. We expect excellent behavior during the entire trip. Respect is expected; disrespect toward anyone **will not** be tolerated. In the event a student cannot abide by the rules, the following actions may be taken.

1. Verbal warning
2. Conference with school personnel

- c) If you are trapped in your room, fill the tub with cold water and use it to wet towels and clothes. Stuff these under and around the door.
- d) Close as many doors as possible between you and the fire, but be sure to stay in a room with windows. If the fire is on the floor below or there are clouds of smoke outside, you are better off leaving the windows closed. Otherwise, open and hang out a light-colored bedspread or sheet as a signal.
- e) If smoke gets into your room, hold a wet towel to your face and stay close to the floor, as near to an open window as possible.
- f) No matter how panicky you feel do not jump. Professional fire fighters will tell you what to do. Wait for help.

Notes:

How to Save Your Life in a Hotel Fire

Memorize and follow these procedures to protect yourself.

- ◆ As you go to your room, look for the fire doors in both directions. Count the number of doors down the hall from your room to the nearest fire exit on each side of you.
- ◆ Make it a point to notice where the alarms are located. Also check fire doors to see that they operate properly and are kept closed.
- ◆ Look for any posted fire emergency regulations and make sure you understand how to follow them.
- ◆ Always leave your key in the same place when you are in the room—preferably on the bedside table.
- ◆ If a fire starts in your room, take the key and leave. Close the door behind you, pull the nearest alarm and proceed to the fire stairs. Never take an elevator when there is a fire in a building. As soon as you reach the lobby, notify the desk.
- ◆ If the fire breaks out elsewhere, follow the posted instructions and/or the tips below:
 - a) To learn if it is safe to leave the room take your key go to the door and use your hand to check the temperature of the door. If it is hot, do not open it. Instead, assume that you are trapped in the room.
 - b) If the door is cool, open it a crack. But be ready to close it immediately if there is hot air, smoke or flames. If there are none of these, but the hall is hazy, crawl down the hall, counting the doors to the nearest fire exit. If you can't reach that one, crawl back towards the other. Should that be impossible, count the doors back to your room and go inside.

3. Removal of certain trip privileges
4. Call to Parents
5. If a serious incident occurs, the student may be sent home on public transportation **at the expense of the parent**. The stipulation would also include additional expense) incurred as a result of such disciplinary action.

GENERAL RULES

TOURS:

- * BE EARLY to all meeting times.
- * Students will remain with their assigned groups at all times unless given permission by a chaperone.
- * Always use the "buddy" system. Never go anywhere alone.
- * Treat the monuments, museums, and sites of Washington, D.C. with the respect and dignity they deserve.
- * Pay close attention to the tour itinerary, and be *early* for all departures and arrivals.
- * At no time should students use taxi cabs, buses (other than the tour bus) or accept rides in vehicles of any kind unless accompanied by a chaperone.
- * Do not run at anytime during the trip.
- * If you are lost, stay where you are and locate the nearest police or security. You can call the 1-877 number on the card that was provided to you by the tour company.
- * All Highland Middle School rules and policies will be in effect.

BUS:

- Talk quietly to those people who are seated around you.
- Students will ride only the bus to which they are assigned.
- Glass bottles and containers are prohibited.
- **Do not put your feet** on the bus seats or sit on the arms of the chairs.
- Please **no flash** pictures on the bus, especially at night.
- Stay seated on the bus until it comes to a complete stop, and you are told to unload.
- Do not change seats.
- Audio players (MP3, IPOD) are permitted with headphones only. (These are the students' responsibility.) They can be used only on the bus during non-tour travel. No personal DVD or game systems are permitted.
- Bus restroom is intended for emergency use. What goes in, stays in for the entire trip..... Please use the restroom facilities at each rest stop.
- Please limit snacks on the bus. All paper and trash must be disposed of in an appropriate trash container immediately after consumption. Student seating area and aisles must remain clean. Bus Captains will ban snacks if these guidelines **are not** followed.
- No dairy snacks (milk, string-cheese, yogurt, etc.).
- Everyone **must** visit all sites on the tour. You cannot stay on the bus for any reason.
- Bus Captains will assign seats if student conduct warrants it.

RECOMMENTATIONS FOR MONEY, CAMERAS AND VALUABLES

Spending Money

- Bring only a **limited** amount of spending money for snacks, and souvenirs. (\$30-\$40)
- Money, wallets and purses are the sole responsibility of the owner. Chaperones will not carry money for students.

Cameras

- Expensive cameras should **NOT** be taken on the trip.
- Inexpensive or disposable cameras are recommended. Know how to operate the camera **BEFORE** the trip.
- No video cameras are allowed.
- Cell phones are permitted but are not to be used during tour times, except as a camera. Keep texting and calling to a minimum.

Valuables

- Be safe and practical—leave **ALL** valuables at home, including good watches, jewelry, expensive cameras, etc.
- Highland Middle School, Nowak Tours and trip chaperones cannot accept financial responsibility for lost or stolen items.
- Students are responsible for everything they have with them and for what they purchase.
- Each time students leave the bus, they are responsible for all of their belongings, including: purses, wallets, cameras, packages, etc.

- Wear comfortable clothing and shoes. Walking and sitting on a bus may get uncomfortable if clothing is too snug.
- Never go anywhere alone and always inform your chaperone if leaving the group for a restroom visit. You are responsible to know where your chaperone is at all time.
- Make sure you have all phone numbers necessary to reach parents (home, work, etc.) and your chaperone.
- Consider sharing appliances with your roommates. One could bring a hair dryer, one a curling iron. Makes for lighter packing and less bathroom congestion.
- Pre-schedule shower times so that all four (4) roommates have “fair share” times in bathroom. Two in the morning and two at night.
- Make sure your name is on your luggage and belongings.
- One suitcase and one small carry-on is permitted.
- Get as much sleep as possible. You will not enjoy the trip at all if you are overly tired. We will follow the itinerary regardless of your condition.
- Do not bring a lot of junk food for snacks. You will have food available throughout the day.
- Absolutely no dairy products.

HOTEL:

- Hotel rules and regulations will be strictly enforced.
- Do not talk loudly in halls, rooms. Do not slam doors, open windows, pound on walls, etc.
- **We are guests at the hotel. There are families and business people also staying at the hotel. Disturbances in the hotel could result in your removal from the trip and being sent home**
- Student are to be dressed for the day at breakfast in the hotel. No sweats, flannels, etc. to be worn outside your room.
- Security guards will be present during the night. Students are to remain in their assigned rooms unless they need to talk to a chaperone. Students who are found out of their assigned rooms will be brought back to their chaperone’s room.
- Security provides a nightly report to the principal.
- Areas assigned to the girls are off limits to the boys and areas assigned to the boys are off limits to the girls. This is to be strictly enforced.
- Students are responsible for their own baggage and personal belongings.
- Horseplay of any kind will result in disciplinary action.
- Students are responsible for their assigned room. Any damage to this area or any areas within the hotel by a student will be charged to that student and his/her parents.
- Students are not to call other rooms.
- All long distance phone calls must be made as collect or credit card calls or on your own cell phone.
- Rooms will be checked by the chaperones after arrival and before departure. Spot checks may be made at anytime. Anything damaged or missing must be paid for by the individual involved before departure. Parents will be called immediately to make financial arrangements.

Planning & Packing

Appropriate school dress is required. Girls are not to wear high heels. Shorts may be worn but they must be appropriate and in accordance with our school dress code.

Pay attention to the weather forecast as we tour rain or shine!

Suggested Items to Pack

Comfortable walking shoes!

- PJ's
- Flip—flops for hotel / shower
- Belt
- Accessories
- Extra pair of comfortable shoes

Sun Block

- Wallet / purse
- Rain gear / poncho / hat

3 outfits!

Day 1-_____

Day 2-_____

If rains, may need change of clothes

Day 3-_____

No metal belts, steel toed shoes, etc. as these set off metal detectors at security checks and delay your group.

Label all personal items.



Personal Items

- Shampoo
- Deodorant
- Curling iron
- Soap
- Comb/brush
- Eye/contact care products
- Hygiene products
- Camera - disposable type recommended
- Fanny pack (will be searched at certain locations for security reasons)
- Toothbrush/toothpaste
- Hair dryer
- Watch
- Sunglasses
- Non-aerosol products

Sun Block!

TRAVEL TIPS

- Label all possessions
- Take a few plastic bags for: 1) dirty laundry 2) to protect toiletries from spilling in your luggage.
- Take an extra pair of shoes in case one pair gets wet or uncomfortable.
- If possible, pack small “sample” sizes of toiletries that are packaged in plastic (**not** glass). Include a book, pencil/paper in your small carry-on luggage. Don't forget band-aids (for blisters), tissues and safety pins.
- Girls need to carry handbags that are small and fit close to the body. Boys need to carry wallets that fit completely into a pocket. (Small money carriers that fit inside clothing are available at travel stores). Fanny packs and book bags are okay, but will be searched.