

Grade 8 Trip
April 30 – May 2, 2014
GENERAL PROCEDURES

1. We will be spending a considerable amount of time on the buses. You will be allowed to consume food and drink on the bus. Any and all food or beverages brought on the trip must be unopened and sealed. It is our responsibility to keep the buses clean. Trash receptacles must be used at all times. You will be given a bus assignment. **Be sure to stay on the bus you have been assigned to at all times.**
2. **STAY WITH YOUR CHAPERONES AT ALL TIMES!** When you are given a time to be somewhere, **BE THERE!** If you do not report on time to the designated area, not only will you be the cause of great concern to your group leaders, but you will also greatly inconvenience the group. Always be aware as to where the group is as well as where the bus will be. We will be using **DATTCO BUSES** but we will not be the only group of students using that line. You must know your bus number, which will be posted prominently on the bus. Each bus will also have a RLMS sign posted in the window numbered 1 – 8. Look for your group.
3. This is a school trip therefore the same behavior that is required in school, is required on the trip. You will be representing your school, your family and yourself. We know you can act like responsible young adults.
4. We will be eating in restaurants throughout our trip. Your conduct in these restaurants must be beyond reproach. When people go to dinner, they do not expect to be inconvenienced or disturbed.
5. Dress comfortably but in good taste. Regular school clothing is fine.
6. All Roger Ludlowe Middle School policies are in force during the Grade 8 trip. The Fairfield Board of Education Policy and RLMS policy will be followed in terms of consequences for the possession and/or use of cigarettes and alcohol. In addition, the possession, use and/or distribution of any illicit drugs will require notification of the Washington, DC police.
7. Capital City Student Tours has secured lodging for us at the **Best Western Tysons Westpark Hotel** in McLean, VA. There are other guests staying in the hotels. The management should not be concerned about our group's behavior, noise level, etc. Rooms will be inspected frequently throughout the trip with students assigned to the room required to reimburse the hotel for any damage incurred.
8. Once we are in our hotel for the night, you are not to leave for any reason unless we leave as a group. There will be a bed check and room lock up each night after which **YOU ARE NOT PERMITTED TO LEAVE YOUR ROOM.** Students found in the corridors after curfew will be reported to your chaperones by the security guard who will be on duty throughout the night. Those students may have their parents called immediately no matter what time of the night it is! Each night the chaperones will determine what time all students should be in their rooms as well as when lights should be turned off.
9. If you want to call home, you may use the pay phones in the main lobby **ONLY** when accompanied by a chaperone. Please discuss the availability of a calling card or a prepaid phone card with your parent/guardian. **CELL PHONES WILL BE PERMITTED ON THE TRIP WITH THE FOLLOWING PROVISIONS: Students may use cell phones to call HOME while at the hotel ONLY. Students will also be allowed to use the cell phones to call home when we are approximately 45 minutes away from arrival back at school. During all other portions of the trip students may carry their cell phone with them but it must be turned OFF. Failure to comply with these rules will result in the cell phone being confiscated for the remainder of the trip. Camera phones are allowed but not recommended.**
10. In the unlikely event you become separated from the rest of the group, please follow this rule:

STAY PUT! Before we pull away from any spot, each person will be accounted for. If someone is missing, we will not leave. Don't try to find us. Just remain in front of the location we have just been and wait. We'll come and get you.

**IN CASE OF AN EXTREME EMERGENCY,
ASK THE POLICE FOR HELP.**

11. If you feel ill or become injured at any time during the trip, let us know immediately.
12. **DISCLAIMER: The faculty reserves the right to return any or all students to RLMS at any time during this trip without issuing refunds for inappropriate behavior at the discretion of the staff.**

THINGS TO BRING:

Each student will be allowed to bring one suitcase and a carry-on. Remember that you will be gone for three days so pack accordingly. **YOU MUST CARRY WHAT YOU BRING! RLMS is not responsible for any lost or stolen items.** Here are a few items you may not have thought about:

- Camera and film – put in your carry-on bag.
- WATCH – to keep track of time.
- A pen or pencil to write with.
- COMFORTABLE WALKING SHOES!!
- Money for souvenirs and snacks. ALL MEALS HAVE ALREADY BEEN PAID FOR.
- Something to pass the time on the bus. You may bring a Walkman or ipod. However, these things are only to be used on the ride down and back or in your hotel room. They are to remain in your hotel room, or on the bus at all times.
- A jacket, hat, gloves and raingear.
- Some kind of identification is recommended (an index card with name, address & phone is fine).

HOTELS: **Best Western Tysons Westpark Hotel**
8401 Westpark Drive
McLean, VA 22102
Phone #: (703) 734-2800

IMPORTANT REMINDERS:

- **All medication orders forms MUST be turned in by Wednesday, April 2nd.**
- **All medications (in their original container) MUST be turned in to the nurse's office by Wednesday, April 2nd.**