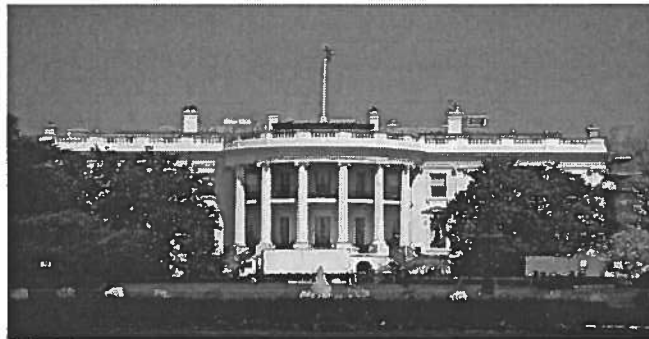


*OLMSTED FALLS
MIDDLE SCHOOL*

PARENT HANDBOOK



*WASHINGTON, DC
APRIL 6-8, 2016*

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Welcome

The trip to Washington D.C. should be a safe, enjoyable, and educational experience for all. To assure the greatest likelihood of success on this trip, we need the cooperation of all parties. We ask that the parents/guardians review the contents of this booklet with their child.

It is very important to understand that if a student is removed from the trip for any reason, the parent/guardian is responsible for all costs. We thank you in advance for your help. We will do everything in our power to assure a safe and enjoyable trip for our students.

Hotel Information

***Marriott Hotel Westfield's
14750 Conference Center Drive
Chantilly, Virginia 20151
703-818-0300***

Private nighttime security provided

Mark Kurz's cell phone: 440-570-3254

Planning & Packing

1. Parents should check student's luggage and carry-on bag for prohibited items. (If found with contraband, the student may be *sent* home at parent's expense).
2. Please make sure your name is on your luggage and belongings. Do not bring anything valuable with you. We are not responsible for lost or stolen items.
3. If you are on medication or have any special medical condition, please be sure you have completed your medical release forms properly. Students are required to see the head chaperone on each bus to take their medication. All medication will be made available to students during the day whenever they enter or leave their bus, and at night in their Head Chaperone's hotel room.
4. Bring warm clothing and rain gear. You can always leave whatever you do not need on the bus.
5. Wear comfortable shoes and clothing. There will be a lot of walking.
6. One suitcase and possibly a duffel bag or overnight case is permitted. Never pack

items in your suitcase that you will need during the tour (cameras, money, jackets, etc.). Keep them handy!

7. Hotel pop machines are off limits.
8. Pictures taken through bus windows will not develop properly. Flash pictures are not permitted on the bus.

Departure Procedures

1. **Students have been informed to report to the Cafetorium at 6:00 AM. We are scheduled to depart no later than 6:30 AM.**
2. Girls will enter through OFMS west hall and boys will enter through the OFIS cafeteria.
3. Signs will be posted on each of the six poles that are closest to the windows in the Cafetorium indicating where each bus will gather. In each designated bus area, signs will also be posted on tables that list the chaperone's name, as well as the students assigned to that chaperone. Students are to take their luggage to this designated area.
3. Once at their assigned departure area, two chaperones from each bus will be assigned the responsibility of checking in the students and tak-

ing attendance. Each student will be given his/her nametag as a way to take attendance.

4. The same two bus chaperones will check for the *Luggage Search Confirmation Form*. If this form is completed and signed by the parent(s), then the student may take his/her luggage and board his/her respective bus. If this form is not completed and signed by the parent(s), then the student is directed to the one bus chaperone that has been assigned to do a hand check of the student's luggage. After this luggage check has been performed, then the student may board his/her respective bus.
5. At least one bus chaperone will be assigned to stand outside his/her respective bus and assist students with loading their luggage into the designated area. Once the luggage is loaded, students must board the bus and remain there until departure at 6:30 AM.
6. The Head Chaperone will be on the bus to take attendance, collect any last minute medications and assist students to locate their seats. Students must sit with a student that is of the same gender during the entire trip.

Bus & Traveling Guidelines

1. The Head Chaperone is responsible for dismissing the students from the bus and permitting students back on the bus.
2. Once off the bus, chaperone groups need to assemble outside the bus and walk together to the designated area.
3. The following are bus and travel behavior guidelines and expectations for students:
 - a. All students are expected to listen when someone else is addressing them on the bus;
 - b. Name tags must be worn at all times during the entire trip;
 - c. Students are expected to keep their seats for the entire day;
 - d. Boys are expected to sit with boys, and girls are expected to sit with girls;
 - e. Seat partners are expected to stay the same for the entire day;
 - f. Seat partners are expected to tell the Head Chaperone in the event their partner is not on the bus;
 - g. Backpacks are to be left on the bus during the day and may only be taken off the bus

- when going to the hotel at the end of the day;
- h. Pictures are not to be taken on the bus at any time;
 - i. Use of the restroom on the bus is for emergencies only;
 - j. Each time you depart the bus, take any trash up to the front of the bus for disposal;
 - k. All electronic devices (unless they are camera devices) must be left on the bus during the day and may only be taken off the bus when going to the hotel at the end of the day;
 - l. Headphones are to be removed while adults are speaking and leading us through Gettysburg and Washington DC;
 - m. Use an inside voice when on the bus;
 - n. Remain in your seat at all times when the bus is in motion;
 - o. Students are to enter the bus only when a chaperone is on the bus;
 - p. Students are to exit the bus only when directed to do so by a chaperone and only after a chaperone has exited the bus;
 - q. In the event we visit any sites that may have metal detectors, students must leave

chains, keys, or any other metal objects on the bus as these items will slow us down at these security checks.

General Informational Items

1. Hotel arrival each night between 10:00-10:30 PM and final room check at 11:00 PM on both nights.
2. Wake up and room checks will be at 6:00 AM on Thursday and at 6:00 AM on Friday.

Hotel Guidelines

Disturbances in the hotel could result in your removal from the hotel by the hotel personnel, which would be considered a serious violation and may result in dismissal from the trip. Please obey the following rules:

1. Do not talk loudly in the halls, slam doors, open windows, pound on walls, etc. Do not disturb other guests.
2. Check your room when you enter. Make sure everything is in order (towels, televi-

- sion, etc.). Inform chaperones of any damages at this time so you won't be charged.
3. Do not leave your floor or go anywhere else without asking your chaperone for permission. Never open windows and keep drapes closed at all times.
 4. Visiting from room to room is not permitted when we return to the hotel at the end of the day.
 5. Telephones are not to be used at any time. The front desk monitors all phone use.
 6. Do not take articles from the room. (towels, wash cloths, sheets, etc.) If anything is missing after checkout, the occupants of the entire room will be held responsible.
 7. Always double check to make sure that your room is locked before you leave it. Make sure you have the key.

Hotel Arrival Guidelines

1. The following are hotel behavior guidelines and expectations for students:
 - a. Remain seated on the bus until instructed by the Head Chaperone that it is your time to check-in to the hotel.

- b. Room keys will be given first to the Head Chaperones, who will then give them to the hotel chaperones.
- c. Hotel chaperones will escort their students to their rooms and give one student the key after the hotel chaperone has opened the room door and conducted a visual check of the room.
- d. Students are to let their chaperone know if they need to make a phone call home. Phone calls will be made on the way to the hotel each night using cell phones that have been brought by the chaperones or students may use their own cell phone.
- e. Room phones are not to be used by students.
- f. In the event pay-per-view TV is not turned off, it is not to be used or accessed by students for any reason.
- g. Students need to get ready for bed and be ready for lights out by 11:00 PM.
- h. Room chaperones will do a final check at 11:00 PM, close the room door, and place a piece of tape on the outside of the door.
- i. In the event an emergency occurs, students are to open their door and wait for the security guard to come to their door.

Students are not to leave their room.

- j. If any door has broken tape and the security guard was not made aware of the problem immediately, then this situation would be considered a serious violation of the rules for this trip and will be handled accordingly. Do not—under any circumstances — leave your room once your door had been taped unless there is an emergency.
- k. In the event there are any issues with excessive noise or other problems, security guards have been instructed to contact Mr. Kurz in his room during the night. This situation is not one that will be pleasant for anyone involved.

Hotel Departure: April 7

1. Hotel chaperones are responsible for waking up students at 6:00 AM.
2. We will have breakfast at the hotel beginning at 6:30 AM.
3. Students need to be dressed for the day as we will not return to the hotel until 10:00-10:30 PM that night.

Hotel Check-Out: April 8

1. Hotel chaperones are responsible for waking up students at 6:00 AM.
2. Breakfast will be at the hotel beginning at 6:30 AM.
3. After breakfast hotel chaperones will be responsible for:
 - a. Inspecting each room prior to departure. Check for forgotten items in drawers, in closets, and under beds.
 - b. Collecting room keys after the room has been checked.
 - c. Escorting students to the bus with all their luggage for the 8:00 AM departure.
 - d. Reporting any room problems to their Head Chaperone.
2. Students are not to leave their rooms to board the bus until their hotel chaperone has checked their rooms. All students from a room will be dismissed to the bus as a group.
3. We will be departing the hotel at 8:00 AM and will head straight to Gettysburg.

Packing List

- Tennis shoes/comfortable shoes
- Shorts
- Long pants/jeans
- Hoodie or light sweatshirt/jacket
- Long sleeve shirts
- Short sleeve shirts
- Socks
- Rain poncho/jacket
- Toothpaste and toothbrush
- Hairbrush/comb
- Shampoo
- Deodorant
- Watch
- Bag/backpack for snacks on bus
- Snacks
- Beverages (plastic bottles) with twist caps
- One luggage bag/suitcase
- Pillow/blanket/stuffed animals for bus
- Hand sanitizer/hand wipes

School dress code is in effect on the trip.

Notes

