



Washington, DC
October 23 - 25, 2019
Lead Coordinator:

Mr. Shane Zimmerman (nzimmerman2@wcpss.net)

This is our 6th year bringing 8th grade students to Washington, DC and it's a phenomenal experience for both students and their chaperones. All sporting games have been rescheduled. It's an action and educational packed, full-three-day trip. Going to DC in October enables us to enjoy the city with very few people and with less people, we'll see a lot more. We hope you can join us!

TRAVEL INFORMATION

Students will need to be at the school between 6:00am and 6:15am on Wednesday, October 23. We will board the buses at approximately 6:15am and depart shortly thereafter. We will not wait for late arrivals, we will leave, and that student(s) will not get a refund. We are on a strict schedule and if we wait for late students, we will be unable to attend some places in D.C..

We will leave DC in the late afternoon on Friday, October 25, and arrive at HGMS at approximately 10pm. We will stop for dinner on the way. Parents need to be at the school no later than 10pm and park in the parking lot and NOT anywhere near the carpool lane as the buses need to come in. Students on the bus will be told to contact their parents about 30 minutes before we arrive at the school.

Students will travel in luxury buses provided by Holiday tours. These buses are equipped with a restroom, free Wi-Fi, plugs to charge any device, and comfy seats. Students will be supervised by their teachers and chaperones. Students will learn of their chaperones on the day of the trip.

Chaperones will ride on the same bus as their group. Students who room together will always stay together—the bus, the room, and all exhibits. Chaperones are not allowed to drive in their own vehicles and no parent or any other adult can meet us in DC without being approved by the lead coordinator and WCPSS,

At least two teachers will be on each bus. Our 8th grade administrator, *Mr. Banks*, and the trip coordinator, *Mr. Zimmerman*, will also be present on this trip.

SITES

Students will be given a large block of time to visit the National Mall area. Chaperone groups will decide what they want to see during the time allocated. The group may choose from the following:

- **Smithsonian Museums:** The Smithsonian is a collection of over 15 museums and the National Zoo. Your group may explore the Air and Space Museum where one will see the Wright Brothers flyer, WWII fighter planes, and NASA lunar modules. Or, choose to see the U.S. Constitution and the Bill of Rights at the National Archives. Not too far away is the American History Museum, the Museum of Natural History, and the newest, the National Museum of African American History and Culture.
- **U.S. Holocaust Museum:** Your group may also choose to tour this moving museum and learn about the Holocaust through a variety of historical artifacts, stories, and personal tours. This tour also includes access to a special exhibit area.

Our scheduled sites will include

- **Arlington National Cemetery:** This cemetery is our nation's cemetery. It's the final resting place for over 400,000 people who have served our country. We'll be participating in the "Changing of the Guard" where four of our students will help lay a HGMS wreath at the "tomb of the unknown soldier". A tour guide will help us navigate this massive cemetery and tell us everything we need to know about this important cemetery.
- **The International Spy Museum:** This newly opened location at L'Enfant Plaza is a new museum for our trip. Students will walk with their groups through the museum learning about the art of espionage.
- **U.S. Capitol:** Students will take a guided tour through the U.S. Capitol and learn about where and how our Congress members create laws. At the time of this writing, we are waiting for Federal approval to get an additional tour into the chambers/galleries.
- **Memorials & Monuments:** Students will get a guided educational tour as they walk and experience the following: Washington Monument, WWII Memorial, Vietnam Veterans Memorial, Lincoln Memorial, Korean War Veterans Memorial, FDR Memorial, MLK, Jr. Memorial, and Jefferson Memorial.
- **U.S. Pentagon and 9/11 Memorial:** Students will get a guided educational tour of the 9/11 Memorial.
- **The White House:** Students will get a guided educational tour of the outside of the White House.
- **Bus Tour of the City:** Students will get an educational guided tour of the city.

FOOD

All food is paid for except the first day lunch. Students will bring a bag lunch which will include a

drink that only has a screw top. **PEANUT BUTTER AND JELLY SANDWICHES** and any other **PEANUT PRODUCTS ARE NOT ALLOWED**. The students eat *very* well on this trip. They will get an all-you-can-eat breakfast on Thursday and Friday at the hotel which will include a variety of juices, eggs, bacon/sausage, pancakes/waffles, cereal, bakery items, and fruit. For one night, students will eat at a buffet restaurant and for the other two nights and Thursday and Friday lunches, students will choose from a variety of eating places that will offer pizza, burgers, burritos, sandwiches, pitas, salads, etc. All eating establishments offer gluten-free and vegetarian items.

While I feel that there is more than enough food for breakfast, lunch, and dinner, students may bring extra money to purchase drinks and snacks. Please talk to your child about appropriate drinks and snacks. I do not allow any type of energy drinks to be purchased nor consumed on this trip.

Students with special dietary needs may bring what they need on the trip. While many of the food places provide a wide variety of food options, there is no guarantee if a certain food is available. There are no refrigerators in the hotels.

HOTEL

We all will be staying at one of the best hotels that takes large student groups. We have stayed at this hotel for the past 4 years and it's generally booked several months in advance.

- **The administration has the right to change any rooming arrangement.**
- Part of the cost of the trip includes private security guards. These guards will walk the hotels when we are there and will immediately contact the administration if the need arises.
- Approximately 6 weeks before the trip, students will choose their roommates. Each room will have 4 students/room. Once selected, student will not be able to switch roommates for any reason. All the rooms will have 2 beds.
- If students only submit **2** or **3** students on their rooming request, the teacher has the authority to place up to 2 children in the room as it is required that 4 students are in one room.
- Parents who don't want certain children rooming with their child must inform their child that they must not choose that person in their room. Parents, please do not ask the teacher to make the change without your child knowing. Discuss your wishes with your child before the rooming list is made by your child. Please do this when rooming is requested and not within 3 weeks of the trip as it might not be possible to make room changes.
- Chaperones may room with their child (extra fee) but will not be allowed to have any

other students in the room unless I receive signed permission from that child's parents.

- We will have a curfew time, but students will have to set their own alarms to get up. They will be told the night before when they need to report to breakfast.
- Students cannot go to any other rooms, roam or run down the halls, or disturb other hotel guests.
- Students cannot use the pool as per WCPSS policy.
- Teachers check each room and "seal" them by taping the door and the door frame every night. Any breaks, the security guard will immediately notify the teacher in charge.
- Students will be allowed to use the vending machines once we arrive at the hotel at night and in the morning when before we board the buses. Please send only coins or dollar bills for the machines. The front desk will not change bills.

Best Western Potomac Mills

14619 Potomac Mills Rd
Woodbridge, VA 22192
Phone: (703) 494-4433

Comfort Suites Near Potomac Mills

14525 Gideon Dr.
Woodbridge, VA 22192
Phone: (833) 261-1648

PACKING

Parents should look at the weekly forecast of DC a few days before the trip, so they know if their child will require rain gear or heavier jackets. For the 20 times I have brought students to DC, whether it be in the fall or late spring, we've had "good" weather. If it does rain, I generally try and get the day of events changed so we can be inside a building rather than outside. However, I cannot guarantee we'll be dry always.

Good walking shoes are a must. Open-back shoes (flip-flops, slides, etc.) are not appropriate shoe wear on this trip.

Students are allowed one suitcase of basic clothing and toiletry items and one small carry-on bag such as a string bag. The carry-on should only have what they need for the day such as spending money, a phone charger, medicines, and snacks. Students will be required to carry the HGMS lanyard always unless directed not to do so. The suitcases will be placed under the buses and will not be retrieved until late Wednesday night. We will not go under the bus to locate any item that one has forgotten to take with them on the bus.

Students may bring electronics but are responsible for them. No chaperone will carry these items for them. If they get broken or stolen, we are not liable. We encourage students to bring their cell phones, so they can be easily reached if they are separated from the group. It is not necessary to have a cellphone on this trip.

MEDICATION

Teachers or chaperones cannot hold nor administer any type of medicine. If a parent chaperones, he/she will be responsible for their child's medical needs. If your child has extensive medical needs, it is strongly suggested that you attend as a chaperone. Staff members will carry a "red bag" kit for basic first aid needs.

Students who must carry food or medicine with them, will need to inform their lead teacher before they board the bus. It would also be a good idea for a parent to contact the track teacher as soon as possible,

STUDENT ELIGIBILITY

Students have been told by the administration and teachers that students who are respectful, follow the rules, are appreciative, and can show responsible and mature behaviors are welcomed on the trip.

D.C. is a fantastic place to visit and many of the places (Arlington National Cemetery, Holocaust Museum, Capitol, etc.) expect visitors to demonstrate these good qualities. This field trip is a privilege and not a right. Teachers spend at least 100 hours planning on their own time, so it can be a trip that everyone can enjoy so—we all deserve to have a wonderful trip, Students who don't go on the trip are required to be at school where they will be given academic work. Track 3 students are tracked out, so they do not attend school.

- If a student earns only ONE day of ISS (in-school suspension), they can go on the field trip.
- If the student earns two days of 155 (in-school-suspension) a parent will be required to go on the trip. The parent will have to pay at least \$362.00 and any additional amounts as listed under the chaperone section. If the parent decides his/her child will not be going, a refund (except the \$60.00 non-refundable fee) will ONLY be made if it's before the refund due dates (see fee schedule).
- Students who earn a minimum of one day of OSS (out-of-school-suspension) will not be allowed to go on the trip. If the student has paid any amount, a refund (except the \$60.00 non-refundable fee) will ONLY be made if it's before the refund due dates (see fee schedule).
- This eligibility applies up to the night before the day when the field trip begins.

BEHAVIOR EXPECTATIONS

This trip can only be enjoyable if everyone is on their best behavior. Any misbehavior may result in a parent picking up his/her child in DC and/or school consequences when the child returns to school. Students will read over the behavior expectations contract with their parent, sign the contract, and return the contract with their first payment.

TRIP COST

The cost of the trip (\$362.00) covers the hotel, buses, hotel security guards, educational tour guides, the entrance into all the venues that charge a fee, and all meals except for lunch on the first day (students bring a bag lunch). Students can bring additional money for souvenirs, extra food, vending machine food/drinks, etc.

PAYMENTS

The payment dates cover a one-week period. FOLLOW your track's payment dates...not another's track's payment date. Please keep in mind that your track might only have one week before you track out or track in, If you are tracking out, the payment is due before you track out. To avoid being removed from the trip, make your payment online and/or before the due dates. PLEASE DO NOT ASK FOR AN EXTENSION–We have given plenty of notice for this field trip (early June 2018) so you can prepare for it. You can always pay ONLINE before the due dates. There is a 4% fee for every online payment made.

The prices that are listed below is a range that we have been given by the tour group company. The total cost of the trip will be dependent on the amount of students that go on the trip.

1st Payment (\$181.00) or Full Payment (\$362.00-\$389.00); \$60.00 IS NON-

REFUNDABLE TRACK 3: July 15 - July 19

TRACKS 1 & 2 & 4: July 29 - August 2

Final Payment:

TRACKS 1 & 3 & 4: September 2 - September 6

TRACK 2: September 9 - 13

NOTE: If a chaperone is attending, then the chaperone fees need to be added and paid according to the due dates.

Important Payment Notes:

- You may pay by check (payable to HGMS), exact cash, or use the online payment system that can be found on the school's website.
- Payment by check or exact cash must be paid by the assigned payment due dates as listed

below to the child's assigned track teacher and by 8:10am.

- The online payment link: <http://osp.osmsinc.com/wakeNC> The track teacher will receive the online payment notification immediately after you make a payment. If you are unsure that you did make a payment, contact your child's track teacher. There is a 4% fee added to online payments. THE ONLINE PAYMENT SYSTEM IS AVAILABLE NOW (JUNE 2019) TO TAKE PAYMENTS.
- If you want to pay before the assigned payment due dates, you must use the online payment system. Teachers will not accept check or cash payments before or after the payment schedule as listed above.
- Do not drop off payments during your child's track out, but you can make an online payment. No one will be able to process your payments.
- \$60.00 of the first payment is non-refundable as we must pay for deposits months in advance of the trip.
- If a chaperone is attending, he/she needs to also pay his/her part on the assigned dates.
- If a child is deemed ineligible after making any payment amount, \$60.00 is not refundable of the fee paid. Please see the exact plan of possible refunds under "Eligibility".
- If a parent decides that his/her child will not be attending the trip after paying any amount, \$60.00 is not refundable. Check the fee schedule to determine if any other refund is available. The trip has already been paid for and we do not get a refund from the travel company.
- You may pay the entire amount on the first payment date.

REFUNDS:

- To request a refund less the \$60.00 non-refundable fee, a copy of your online receipt or the white receipt must be submitted to the track teacher by the following dates:
 - Track 4: September 27
 - Tracks 1, 2 & 3: October 5
- These dates are non-negotiable.
- Any payment, check or cash, made at school, the track teacher will give your child a receipt. Remind your child to bring that home to you because if a refund is needed or you want the verification that you paid, you will need this receipt.

STUDENT SCHOLARSHIPS

Partial scholarships for students may be available if we receive donations from parents. If parents would like to sponsor a student, please send a separate check with any amount and state in the memo section: "Donation".

Students who are interested in applying for a scholarship will need to see *Mr. Long* (Track 4) or *Mr. Zimmerman* (Track 1-4) for the application no later than August 10. Scholarships are not

available for chaperones or students of chaperones. Students who receive a partial scholarship will be notified by Mr. Zimmerman no later than August 31 and will need to make the remaining fee by their track's final due date.

CHAPERONES

The chaperone fee is \$362.00 and \$60.00 of this amount is non-refundable. Chaperones need to be in good health as we usually walk up to 8 miles/day and take the responsibility of watching up to 8 students including their child. Chaperones are two to a room. You may also request a single room or a room with just you and your child for an additional charge.

All volunteers must register by July 31 and be approved by WCPSS before they can help in any capacity. The volunteer registration system is currently open every day at any WCPSS media center.

If you are interested in chaperoning, please contact Mr. Zimmerman before the first payment due date.

IMPORTANT STEPS

The following is due by the first payment date to your assigned Social Studies track teacher:

- Completed WCPSS field trip form (attached)
- Signed Student and Parent Contract Agreement form (attached).
- Payment of \$180/individual attending (You may pay the full amount—see payment information above.)
- If a parent is chaperoning, his/her fee is also required.

NOTE: The first 4 items above are due at the SAME time. If paid online, the required forms are due the next day the child is back in school. We do not accept the forms separately from the payment.

ADDITIONAL QUESTIONS

This document provides all the details of the trip. If there's additional information to be added, students will receive this from their Social Studies teachers. There will NOT be a parent meeting before the trip. Please contact your child's Social Studies teachers.

Student and Parent Contract Agreement

I. Student Expectations Agreement

HOTEL: I will:

- be in my assigned room and not be in any other room. (This will protect your privacy and belongings as well as for you to be comfortable in your rooms.)
- not be able to trade rooms nor roommates or leave the room unless authorized to do so.
- keep my voice levels low as there are other guests in the hotel.
- not horse-around in the rooms, hallways, or elevator. (Our security guards will immediately call the lead teacher and you might have to call home to talk to your parents about your behavior.)
- report to breakfast on-time, take only what I will eat, and put my garbage away. (If you report late to your scheduled breakfast time, you will not be able to eat.)
- set my alarm and report to the expected places on time. call my lead teacher/chaperone if I have an emergency.
- not use the hotel phones unless I need to call the lead teacher/chaperone for an emergency.

BUS BEHAVIOR: I will:

- keep my area neat by holding onto my trash until I exit the bus.
- only have screw-top plastic bottles on the bus (However, the bus driver might not allow drinks and I will therefore not drink on the bus.)
- keep my voices low on the bus when I'm allowed to talk.
- stop talking even in mid-sentence when any adult talks to the bus or asks for me to listen. (You will often have adults telling you about a certain area or rules to enter a place.)
- not walk around the bus. If I must go to the restroom, I will stay seated until the restroom light indicates I may use it.

WALKING TOURS: I will:

- keep up with the group. (There's a lot of walking and we walk fast, you must keep up. Plus, you will miss what you came for!)
- be quiet when the guide speaks. ask thoughtful questions.
- watch where I'm walking. I will keep to the right of the walkways and get out of people's way.
- follow the directions of the guides, (There are times that you must be quiet...especially near the 9/11 Memorial)
- not run nor climb any memorial or monument,
- not talk to strangers.

BUILDINGS: I will:

- listen to the guides/teacher's instructions about entering buildings. (This includes what you can bring or not bring into these buildings.)
- listen and adhere to the guides/teacher's instructions about how to act in the buildings.
- not run.
- follow the chaperone's expectations,
- not exit any building without permission.
- stay with my group.
- not talk to strangers.

COMMUNICATION: I will contact my chaperone or lead teacher when I:

- have an emergency.
- have an important question.
- am not with my group.
- am lost.

FOOD: I will:

- not ask anyone for money to purchase food.
- only take what I can eat. (Do not be rude and overflow your plate at the buffet. You can always go back.)
- eat and make sure I'm hydrated. (We're doing a lot of walking...you need your energy.)
- not leave a mess.
- I will pick up all my garbage and dispose of it properly.
- not be loud and obnoxious in any food establishment.
- be respectful in all food places.

PERSONAL BELONGINGS: I will:

- not tell or show anyone my spending money.
- keep my belongings safe. (We are not responsible for damaged, lost, or stolen items.)
- thoroughly check the hotel room Friday morning to make sure that I packed everything.

I, _____, have read the STUDENT EXPECTATIONS AGREEMENT, and by signing below, I will follow all of them. I understand if I don't adhere to these expectations, my parents will be called, and they may have to pick me up in D.C. and/or receive school consequences when I return to school.

STUDENT SIGNATURE

DATE

II. Parent Agreement

I, _____, have read the Washington, DC trip details and by signing below indicates that I thoroughly went over this entire document with my child so _____ (PRINTED FULL NAME OF PARENT) that both of us understand the procedures and expectations.

- understand and will follow the payment schedule.
- understand what makes a child eligible and ineligible to attend the trip.
- will have to pick up my child in Washington, DC if the administration tells me to do so.
- understand and agree to the refund, if applicable, refund policy and schedule.

PARENT SIGNATURE

DATE