

Liberty Middle Washington, D.C. Trip

Important Rules/Guidelines

Departure: Monday, May 16, at 6:00am from OLMS, **students must arrive at OLMS by 5:30 a.m.**
(chaperones arrive at 5:00am.) **Return:** Friday, May 20, around 9:00pm.

FAILURE TO FOLLOW THESE RULES COULD RESULT IN A STUDENT BEING SENT HOME EARLY AT PARENT EXPENSE.

Luggage Check-In:

1. Luggage Check-In will occur on Sunday, May 15th, between the hours of 4:00pm and 6:00pm.
2. Students will bring their luggage to the gym and find their assigned bus table. Chaperones will be checking all larger luggage on Sunday. Students will leave their large luggage at the school Sunday night and bring their carry-on item on Monday.
3. Chaperones and students will be allowed one carry-on item and one larger luggage item (you will carry it on and off the bus, to your hotel, **up the stairs**, so keep this in mind!). Items needed for Monday need to be placed in your carry-on luggage as you will not have access to your luggage until Monday night. Please reference the *Packing List* for suggested items to bring on the trip.
4. Luggage can be checked by a teacher chaperone at any time during the trip.

Departure Rules/Guidelines:

1. Plan to arrive at the school the morning of Monday, May 16, between 5:15 and 5:30am. We will meet in the school gym and you will check your carry-on luggage with your bus chaperones.
2. The buses will be parked in the back parking lot. We ask that all parents plan to park in the front of the school to drop students off.
3. The buses will **depart at 6:00 am**. We are on a strict timeline and the buses will not wait to leave.

Bus Rules:

1. Partners will sit together in their assigned seats. Students are not permitted to change seats. The bus leader will create a seating chart.
2. Students may have **only water** and snacks from the approved *Snack List* on the bus. Students will be responsible for cleaning up food and/or spills.
3. Chaperones will decide when and which videos will be shown on the bus. You **are not** permitted to watch videos on your phone.
4. Buses typically have outlets to charge your phone while on the bus, however, this is not guaranteed. If you would like to bring a portable charger, you may do so.
5. Keep in mind that not all stops in D.C. allow students to bring bags and/or food inside. Your tour guide will alert you to this each day and you will be required to leave all items on the bus.
6. Bus Restrooms are only to be used in an emergency!
7. Lying on the bus floor, noise-makers, lasers or any other distracting items are not permitted on the bus and will be taken from students.
8. Videos may not be taken on the bus. If you choose to take pictures, you must have your flash turned off for the safety of the driver. You **may not** stand up while the bus is in motion.

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Hotel Rules/Guidelines:

1. Do not use the room telephones unless it is an emergency.
2. Vending and ice machines are off limits.
3. Keep your room neat out of respect for cleaning crews.
4. Do not leave your room or floor without permission from a chaperone. Do not leave for breakfast or dinner/dance to go to your room unless you are with a chaperone. You **WILL NOT** be permitted to go back to your room once you are downstairs each morning for breakfast.
5. Your phones will be collected by your chaperone 30-45 minutes after returning to the hotel each night. Use this time to call home and charge your phone. You will not have your phone back until right before breakfast each day.
6. Please be aware that we are not the only school or guests in the hotel, and you must respect others and your surroundings. Please keep noise levels down and be courteous.
7. Keep all valuables with you at all times or don't bring them on the trip. The tour company and school staff are not responsible for lost or stolen items.
8. The hotel rooms will be checked when you arrive and when you depart. You will be held responsible for any damages or missing items. If there is damage or something missing when you arrive at the room, notify your chaperone immediately.

General Rules and Tips:

1. Students are expected to participate in all activities while on the trip.
2. School dress code will be followed for the trip. Dress should represent OLMS and the students in a positive manner. Please keep in mind that the dress code still applies for the dance as well. This year, boys will be permitted to wear dress/khaki shorts. **NO JEANS** for any students during the dance.
3. Bring layered clothing to accommodate all weather circumstances. Wear footwear that is logical for walking, and bring sunscreen, umbrellas, rain jackets and a small bag to carry with you during the day if needed.
4. Phones may be kept on you at all times during the day in case of emergency. You may also use your phone to take pictures. Keep phones on silent or vibrate. When we are touring you are **NOT** permitted to use your phone. Chaperones will take the phone if a student is found not following rules or displaying inappropriate behavior.
5. Students should stay in their groups of four at all times for safety, unless otherwise instructed by a chaperone.
6. Report any bullying or inappropriate behavior that occurs. If your roommates are acting inappropriately, it is important that you report this to a chaperone. Saying nothing contributes to the problem, not the solution. No physical contact between students will be permitted.

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