

PARENTS AND STUDENTS DC TRIP INSTRUCTIONS PLEASE READ CAREFULLY!

- Departure time from the Junior High School is 6:00 a.m. Buses will be at the school about one-half hour before we are to leave. Plan to arrive at **5:00 a.m.** but no later than 5:30 a.m.
- Please park in the parking lot, not in the drop off lane at the Junior High as the buses will need to use this space for loading.
- Each student is permitted to take only ONE suitcase that will be stored under the bus. DO NOT lock the suitcase. A separate backpack for personal items may be carried on the bus. **All luggage will be searched for contraband before you get on the bus!** You will **not** be able to carry a backpack while touring due to the security checkpoints we will be going through. This makes wearing pants with pockets much more helpful for carrying your wallet/money/phone.
- On the bus: Students should keep a jacket or sweater out of their suitcase on the bus. Place your name on everything of value including clothing, cameras, suitcases, and shoes. Good walking shoes are extremely important! If you have two pairs of walking shoes, take an extra pair with another set of socks to put on the bus in case you get one pair wet. You may also want to bring a small pillow, small blanket, small folding umbrella, or poncho onto the bus to be prepared for long amounts of driving and rainy weather. You want these items with you on the bus, not in your suitcase under the bus where you cannot reach it until we arrive at the hotel Monday evening after already touring some. We would all appreciate you showering that morning before we get on the bus as it is a long drive in close quarters. Also bringing hygiene items onto the bus to help you freshen up during restroom breaks is advised. Just say YES to deodorant! No spraying of perfumes or other items of any kind are allowed on the bus, and leave the Axe spray at home!

- Any items you bring on the trip **are your responsibility!** We suggest you don't bring electronics as they may be broken or stolen, but if you do they should be locked in the hotel safe before we leave each day. The school and chaperones are not liable for any damage to or missing electronics, so you bring them at your own risk. Do Not bring your school sponsored Chromebooks.
- Students may take snacks on the bus. Avoid crumbly or messy items. Chewing gum is not permitted by our group or the bus company. Use common sense with snacks. Any snacks or trash brought onto the bus by the students will be **cleaned and picked up by the students** before they are permitted to get off of the bus each day.
- **No drinks** of any kind are permitted on the bus or in your suitcase including drink flavoring pouches or bottles. We will provide bottles of water every day to all students.
- If your child suffers from motion sickness or must take any medications, be sure we know about it. Put this and other information on medical forms that we will distribute in the month leading up to the trip. Students cannot carry any medications (over the counter or prescription) on their person or in their suitcases, it must all be dealt with through the nurse and chaperones.
- Do not permit your child to carry a large sum of money. All expenses are included in what you have already paid covering 3 meals a day and all entrance fees. The money that they carry with them would be used for souvenirs of their choosing. Discussing how to responsibly and safely spend money and carry a wallet would also be helpful.
- The goal is for the group to arrive back at Urbana Jr. High between 10:00 and 11:00 P.M. on Friday. Students will be allowed to call and text parents to give them a more specific time as we get closer to Urbana. Also, we will send out a Remind message letting parents know of a better estimated time as we get closer to arrival.

STUDENT EXPECTATIONS FOR WASHINGTON, D.C. TRIP

1. You are expected to obey all rules and all chaperones at all times. Failure to do so will result in strict disciplinary action **during the trip and further action upon return to school**. We want to avoid sending anyone home early, but if a discipline issue is at a high level parents will be called and expected to come pick you up early at their own expense.

2. **Cell Phones Stored While Touring:** Students will be allowed to have a cell phone in their pocket while touring. We are allowing this access for emergencies and picture taking while sightseeing only. Students **will not** be permitted to actively use cell phones while touring for any other reason, especially while walking to different locations due to the safety hazards they present if students are not aware of traffic. This means phones should be on silent with no alarms or alerts and not hand held or out of pockets while walking or touring. If a parent needs to contact a student during the day, they will need to call the Jr. High Office (653-1439) and they will contact Mr. Walter and Mrs. Steffan or leave a message for that student that the student can check back on the bus or in the hotel. Students who are not adhering to the cell phone policy, are distracted by their technology while touring, have alarms or alerts distracting tours with noise, displaying disrespectful or inappropriate usage, etc. will be asked to **surrender their devices to be returned to their parent upon pickup in Urbana at the end of the trip.**

3. Listening devices: Students may use headphones, airpods, or earbuds on the bus or in their hotel room to listen to their devices. The listening devices should not leave the bus while students are touring. Any students with listening devices while off the bus and/or touring will be asked to **surrender their devices to be returned to their parent upon pickup in Urbana at the end of the trip.**

4. Safety is our number one concern. Be aware of your surroundings. Beware of strangers at all times. If a stranger asks something of you, have the person talk with a chaperone. You should not engage in conversation with strangers or

purchase souvenirs from anyone or anywhere other than a chaperone approved store. Never go anywhere alone. **Always use the buddy system.**

5. Always be respectful of others. We will walk in pairs on the right side of the sidewalk because we are in a large and busy city.
6. Be alert at all times for roll call. Know your number and who your chaperones are. Roll call will be taken each time you enter your bus and at assembly points.
7. Your Urbana shirt should be worn at all times while touring. Look neat and clean at all times. The Urbana Jr. High field trip dress code will be the rule. However, in all cases the chaperones will determine if dress is acceptable. **You must report to breakfast properly dressed for the day.** When you report to the school for the trip, make sure you are wearing appropriate attire. You will have an **inspection at the school before you get on the bus** to guarantee you have at least one appropriate outfit.
8. Never take a picture while on the bus, this is for the safety of all. No flash or flashlights are allowed by the bus company.
9. Souvenirs should be packed in your suitcase at the end of each day to prevent breakage. Do not leave them on the bus overnight. You must have receipts for any items purchased.
10. **Medications:** Any medications will need to be administered through chaperones and nurses, not privately carried or administered by students.
11. For safety purposes at the hotel, students should not open their doors for anyone except a chaperone. **You may not leave your room for any reason.** In case of an emergency illness or accident during the night, you must call the front desk and they will call your chaperone. This is the only reason or situation in which a student may use the phone in the room. If there is a fire alarm, please exit according to the fire exit plan discussed after our arrival. We have hired a private security guard company while on the trip to help us watch our hotel hallway in order to provide extra safety for students and prevent any issues.

12. Bed check will be 11:00 P.M. Lights Out!!! The students in your room are responsible for any damage to your room. **You will be charged!!**
13. A student may not possess, use, transmit, attempt to transmit, or be under the influence of any narcotic or hallucinogenic drug, marijuana, amphetamine, barbiturate, alcoholic beverage, anabolic steroid, counterfeit controlled substances (look-alike drugs), any pill, capsule or substance, legal or illegal, prescribed or over the counter, other intoxicant or drug paraphernalia during any stage of the school trip. **This includes any vaping or electronic cigarette paraphernalia of any kind.** “Possession” includes and applies to the student’s personal belongings, luggage, etc. and the guidelines for a search applies. Any student who falls into the above categories during the trip will be immediately removed from the trip where parents will be called and expected to come pick the student up early at their own expense. The student will also face disciplinary action upon their return to school following the procedures laid out by the student handbook.
14. Any student that faces disciplinary actions during the trip or is removed from the trip may not be allowed to participate in the 8th grade promotion ceremony.

Precautions & Policies for the Washington DC Trip - Illness & Covid

- We will follow precautions and policies based on district, local, state, and federal guidelines as well as individual location and vendor requirements during the trip. All precautions and policies will be followed in order to help protect the health and safety of students and staff before, during, and after the trip. Students should prepare for the possibility of mask requirements depending on district, local, state, and federal guidelines as well as individual location and vendor requirements. As of right now, no locations require proof of vaccination or a mask to enter, but we recommend all students bring at least 1 mask just in case this changes. Students who want to wear a mask throughout the trip for added safety can do so. Quarantine

expectations will also follow district, local, state, and federal guidelines at the time of the trip.

- We will expect students to follow chaperone guidance on the precautions and policies put in place before and during the trip. Any student who refuses to adhere to the precautions and policies at any point before or during the trip will risk removal from the trip. If during the trip, parents will be called and expected to come pick their student up early at their own expense.
- If your child becomes ill over the weekend, prior to the trip, and you feel he/she will not be able to go on the trip, please send a Remind message to the DC trip Remind account @ujhcdc2024 and an email to sadie.steffan@urbanacityschools.org. Leaving a message by phone at the school is also highly recommended at (937)653-1439. The sooner you contact us the quicker we can move a student off of the waiting list and onto the trip.

Student Dress Code - Washington DC Trip:

DO's:

- Do wear appropriate length khaki, jean, or dress pants/shorts
- Do wear one of the provided maroon trip t-shirts, or an all maroon shirt with large "Urbana" and/or "Climber" displayed on it (Shirts from siblings who have been on previous trips are great!)
- Do wear comfortable walking shoes

DON'T:

- Do Not wear pants/jeans/shorts with holes
- Do Not wear pajama, yoga, sweat, mesh, or spandex pants/shorts
- Do Not wear fishnet stockings, slippers, open toed shoes/sandals, beach flip flops, or stack/high heeled shoes
- Do Not have any form of under garments showing or visible - belts are highly recommended to help with this
- Do Not wear any clothing or jewelry that displays writing and/or symbols which advertise or promote activities against school regulations. This includes gang-related or offensive symbolism.
- Do Not wear shorts that are cut above acceptable length