

KHMS Washington DC Trip 2016

General Information

Trip Check-in and Bus Loading

- Wednesday, November 9, 2016 at 5:30pm in the middle school parking lot.
- When you arrive at the school, go to the bus you are assigned. Bus 1 will be in the front, then 2, 3, and 4 to follow.
- There will be a table set up at the front of each bus. Each participant will receive a lanyard that **MUST** be worn around their necks at all times. It will have your name and emergency phone number for BrightSpark on it. You will also be given luggage tags that will be for your “checked” bag as well as for your carry-on bag.
- A bag/backpack with your trip itinerary, snack and water will also be given to you at this time.
- Chaperones who are leaving vehicles at the school should leave them in the back of the parking lot.

Luggage

- You may bring one piece of “checked” luggage that is stored below the bus in the luggage area.
- Once luggage is stored under the bus you will not have access to it until we check into the hotel, which will be Thursday night.
- You may also bring one carry-on bag that will kept with you on the bus. Please make sure that all needed items are in your carry-on luggage.
- A change of clothes, toothbrush/paste, deodorant, medicine, camera, money, etc. should be in your carry-on.
- On our way home we will check out of the hotel Sunday morning and “check” our suitcases under the bus and not have access to them until we arrive home.
- You may bring electronic devices but there is **NO** way to charge them on the bus so you will want to make sure they are fully charged before you leave!
- All electronic devices including cell phones are the responsibility of the participant. Kenowa Hills or BrightSpark is not responsible for any lost, stolen, or damaged items.
- All personal electronic devices must be used with headphones or played at a volume that doesn't disturb others.
- You can also bring a pillow and small blanket

Medication

- Students must turn in all medication during check in the night of departure.
- Please put the medication in a plastic bag and label it with the student's name, medication, dose and times of each medication.
- If a student uses an asthma inhaler they will be allowed to carry it with them. Please notify a committee member at check-in if your student has an inhaler.
- All student medication will be given to the chaperone who is in charge of the student during the trip. The chaperone is responsible for making sure the student gets his/her medication.
- We will have a supply of Tylenol, Motrin, Tums, and Pepto Bismol on each bus and committee members will have these items in their rooms at night. **We will only be able to dispense these medications with a parents' authorization.**
- During check in there will be an authorization slip with each over the counter medication that you will be able to authorize submission for your student, and list the dosage.

Snacks

- Snacks and water will be provided on each bus.
- Students may bring additional snacks and drinks. **NO** glass bottles or cans, only twist off tips are allowed.
- Thank you for bringing a snack to this meeting. IF you were not able to bring a snack please let a committee member know if you will still be doing so. We want to make sure that we have enough snacks and water for the entire trip.
- When we stop at rest areas the students will **NOT** be allowed to purchase food or drinks.

Movies

- The buses are equipped with a DVD player. We will be showing movies that are rated G or PG only while traveling.
- If you want to bring a movie, please label it with your name so it can be returned to you at the end of the trip.
- The bus captains will be in charge of operating the DVD systems and will make sure that the movies played are appropriate for everyone.

Buses

- The buses have one bathroom on them. They don't empty these until we get back from the trip so please only use them in an emergency.
- The buses will stop every three hours during the trip for bathroom breaks.
- You are expected to keep your area neat and clean on the bus. Throw all garbage away!
- The buses will be locked at all times when we are not on them so you are able to leave things on the bus during the day.

What To Bring

- Bring clothes for each day of the trip. Plan to dress comfortably.
- All clothes must be neat, clean and modest. The school dress code is in effect.
- We do a lot of walking so bring comfortable shoes. It is also recommended to bring an extra pair of comfortable shoes in case there is rain.
- Remember to bring personal items such as soap, deodorant, shampoo and toothbrush/past.
- Be prepared for weather extremes such as rain or wind. You should check the weather forecast a few days in advance to get an idea of what the weather will be like in DC.
- Sweaters, jackets, rain gear and umbrellas can be left on the bus if you don't need them, so bring these items if in doubt.

Valuables on the Trip

- Trip participants assume full responsibility for any valuable brought on the trip. The hotel rooms are not generally secure places for valuables. The motor coach will generally be locked when the group or driver is not on the bus.
- The best rule is to leave at home any valuables not really needed on the trip.

Student Code of Conduct

- All students going on the trip will be expected to follow school guidelines while on the trip.
- Parents, please note that if you are not going along as a chaperone and your student violates school expectations, he/she will be sent home at your expense.

Spending Money

- We do some souvenir shopping on the trip and spend some time at the Pentagon City Mall.
- You will be responsible for bringing your own spending money.
- We take NO responsibility should any money be lost during the trip.
- Some of the souvenir shops they sell laser pointers. These are ILLEGAL in Washington DC. If your child chooses to purchase these, they will be required to give them to their chaperone until we return home. Once we arrive back at the middle school they will be given back to your child.

General Hotel Rules

- Security is provided by BrightSpark on each floor.
- Students will stay in their own rooms from curfew until breakfast time. No student is to leave the hotel floor alone.
- Lights out and quiet time will begin 30 minutes after curfew.
- Please keep TV's and radios at a moderate level.
- NO outside calls are allowed to be made from the rooms. Students may use a chaperone's cell phone or their own cell phone to call home if they want to.
- At no time may boys visit girls' rooms or vice versa.
- Students are responsible and required to pay for any damage and/or theft.
- Students will be on time for breakfast. WE will eat breakfast every morning at the hotel.
- Students are required to shower daily and wear clean and appropriate clothing.

Please Note the following policies for a couple of places we are visiting:

Arlington National Cemetery

- All visitors to Arlington National Cemetery will pass through metal detectors (similar to those at the airport). One challenge Arlington is facing is the number of visitors it can screen in one hour (only 300!) Meaning visitors can expect long lines at the peak season. The tourism community is working closely with officials at Arlington to reevaluate the screening. As of right now, visitors will be passing through security before entering the pedestrian walkway at Arlington.

Mount Vernon

- All visitors to Mount Vernon will now be subject to a Guest Bag Inspection program. No bag larger than 16x16x8 is permitted on the property...meaning the Brightspark backpacks **cannot** be brought into Mount Vernon. All bags will be searched upon arrival and the following items are strictly prohibited: weapons, knives, blades, flammable liquids, gases and aerosols, fireworks, food and beverages except water. ***Water is permitted.*** The screening process is not expected to pose any significant delays in entering Mount Vernon.

In Case of Emergency We Will be Staying At:

Sheraton Pentagon City Hotel

900 S. Orme Street

Arlington, VA 22204

(703) 521-1900

**WREATH CEREMONY
AT THE TOMB OF THE UNKNOWN SOLDIER
IN ARLINGTON NATIONAL CEMETERY**

1. This ceremony is memorial in purpose and patriotic in nature and will be conducted for nonpartisan patriotic groups only when permission is granted by the Superintendent, Arlington National Cemetery.
2. The ceremonial party will consist of the following:
 - a. Host, usually the Relief Commander at the Tomb of the Unknown Soldier
 - b. A wreath bearer to assist with the placing of the wreath and a bugler to sound “Taps”.
 - c. The representative (dignitary) of the group placing the wreath, and such persons, no more than a total of 4 due to space limitation, as may have been designated by their organization as the official wreath party.
3. It is requested that wreaths be delivered by a florist to the Office of the Sergeant of the Guard at the Tomb of the Unknown Soldier 1 hour prior to ceremony time. Those who desire to bring their wreaths may do so. The wreath may be made of either live or artificial material and there is no prescribed cost or size. The group placing the wreath is responsible for obtaining it. Groups coming from outside the Washington, DC area may desire to have their local florist make arrangements with a Washington area florist. Army regulations preclude this office from recommending specific florists.
4. The ceremony will be conducted in the following manner:
 - a. Immediately following the guard change or five minutes prior to the scheduled ceremony time, the dignitary who will place the wreath and other members of the official party should meet the host at the top of the steps in front of the Memorial Display Room for an orientation on the procedure to be followed in the ceremony.
 - b. The remainder of the group will assemble on the steps between the Tomb of the Unknown Soldier and the Memorial Display Room.
 - c. The dignitary and wreath party will be formed and escorted by the host. They will then descend the steps, without pause, and halt in a pre-designated position in front of the Tomb.
 - d. The party halts, and on signal from the host, the bugler will take his position and the wreath bearer will advance from the left and present the wreath to the dignitary. The dignitary will move forward with the wreath and the host will give the command of “Present Arms”. All military personnel in uniform will render the hand salute and civilians should place their right hand over the heart. After the wreath is in position at the Tomb the dignitary will return to his position beside the host. The host and wreath bearer will come to “Present Arms”
 - e. When the dignitary has returned to his position beside the host the bugler will sound “Taps”. On the hosts command of “Order Arms” the host will turn and guide the wreath party back up the steps to the entrance to the Memorial Display Room. This concludes the ceremony.
5. Organizations participating in public wreath ceremonies shall remain silent during the ceremony. Organizations are not authorized to make remarks, speeches, nor offer audible prayers.
6. Flags or colors require written approval in advance if they are to be displayed. You must have this written permission with you at the time of the ceremony or the flags and colors cannot be displayed.

7. Flags, colors, color guards, cordons, and other similar formations are not permitted on the plaza. The host will place these formations in an appropriate location when approved by the Superintendent, Arlington National Cemetery, or his authorized representative.
8. This ceremony is subject to postponement or cancellation due to official events at the Tomb of the Unknown Soldier.

DRESS CODE FOR PUBLIC WREATH CEREMONIES

Personal appearance and dress of persons participating in ceremonies at the Tomb of the Unknown Soldier will adhere to the dress standards expected of such dignified occasions. The minimum standard is business casual, defined as:

- For men: A combination of collared shirt (such as a dress shirt or polo shirt), trousers (such as khakis or blue, green, brown, or black trousers) with a belt and appropriate shoes. A blazer or business jacket and tie can optionally be added.
- For women: A reasonable length skirt (knee length) or trousers of a non-jeans material combined with a top that covers the shoulders (such as a blouse, dress shirt, or sweater set) and appropriate shoes are considered acceptable. An informal dress with appropriate skirt length is also acceptable.
- School uniforms will be allowed as long as an adult official from the school confirms that the student's attire is in accordance with the school uniform policy.

The following attire is considered not appropriate for participation in the ceremonies:

Blue Jeans

Ripped clothing

Athletic wear

Patched pants

Shorts of any kind (except when part of an established uniform, e.g. School Uniforms,

Scout Uniforms, Foreign Military Uniforms, and period Military Uniforms) Tee Shirts

Tank Tops Halter Tops

Tube Tops

Underwear as outerwear

Shirts that expose the midriff Miniskirts

Sneakers

Open toed shoes (nice sandals [not thongs, shower type shoes, or flip-flops] during warmer months for women is appropriate)

The Executive Director, Arlington National Cemetery, or designated representatives, the Sergeant of the Guard, and Relief Commanders have the authority to prohibit a person in non appropriate attire from participating in a wreath ceremony at The Tomb of the Unknown Soldier.