



Mayer Middle School
Washington, D.C. Trip
March 13-15, 2024

Welcome from Principal

Dear Student and Families,

We are excited to welcome the return of the Washington DC trip to our students. The trip will be an exciting opportunity for your students to visit our Nation's Capital and experience all it has to offer! This is an experience unlike any other both educationally and socially. My hope is that the students leave the trip with memories that will last a lifetime.

Below you will find information pertaining to: lodging, contact information, the trip Twitter handle, packing list, planning/packing directions, and a detailed itinerary with specific details pertaining to behavior/safety expectations. Please pay close attention to these items.

Sincerely,
Heather Kaminski
Associate Principal
Lewis F. Mayer Middle School

Hotel Information

DoubleTree by Hilton
620 Perry Parkway
Gaithersburg, MD 20877
301-977-8900

*Private security is provided at night

Phone Number

440-785-5672 Nowak Tours emergency number



X Account - @LFMDCTrip

(This will be used to post photos and any trip info you may need. It will be extremely helpful to follow this account!)

Packing List

Wed: Fairview Shirt (or red, gray, black, white shirt) with jeans, pants, skirt

Thurs: D.C. Shirt (will be provided) with jeans, pants, or skirt

Fri: Fairview Shirt (or red, gray, white shirt) with jeans, or pants

- Tennis shoes/comfortable shoes
- Flip flops, slides, sandals, etc - **may ONLY be worn in hotel**, NOT on tours
- **Long pants/jeans** (no rips, holes, or saggy pants - NO underwear showing at any time! No sweatpants, leggings, or athletic pants once off the bus.)
- Pajamas or something comfortable to sleep in
- Hoodie, sweatshirt, sweater
- Long sleeve shirts
- Short sleeve shirts
- Socks, undergarments for EACH DAY
- Coat, hat, gloves (depending on predicted weather)
- Glasses/contacts/sunglasses
- Toothpaste and toothbrush
- Hairbrush/comb
- Shampoo
- Deodorant
- Sunscreen (yes, it can be sunny in March!)
- Watch, optional
- Small bag/backpack for snacks on bus
- Snacks - nothing messy, dry snacks
- Beverages (plastic bottles) with twist caps (must be unopened)
- One luggage bag/suitcase (this will not be accessible during the bus trip)
- Pillow/blanket for bus (optional)
- Hand sanitizer/hand wipes (optional)
- Earbuds for bus/room
- Charger for phone (if needed)
- Mask (optional)

Planning and Packing

- Parents should check student's luggage and carry-on for prohibited items. If found with contraband, the student may be sent home at parent's expense
- Please make sure your name is on your luggage and belongings. Do not bring anything unnecessary or valuable. We are not responsible for lost or stolen items.
- 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 chaperones 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. Even OTC meds such as Advil, Tylenol, melatonin, vitamins, etc. need a med form!

- Bring warm clothing and rain/cold gear. You can always leave whatever you do not need on the bus.
- Wear comfortable walking shoes and clothing. There will be a LOT of walking. No flip-flops, slides, sandals, etc. will be allowed on the tours.
- One suitcase or duffel bag is permitted. Never pack items in your suitcase that you will need during the tour.
- One **SMALL** carry-on is permitted for snacks, phone, earbuds, etc.
- Hotel pop machines are off limits.
- Using flash photography, music without earbuds/headphones, making excessive noise, or other similar activities on the bus will not be allowed. These are distracting to the driver.

Departure Day: Mar 13, 2024

- Students need to arrive at the High School Gym by 5:45 AM SHARP. We are scheduled to depart no later than 6:30 AM
- Signs will be posted indicating where each bus will gather. Students are to take his/her luggage to this designated area and wait for direction.
- Once in their assigned departure area, chaperones from each bus will be assigned the responsibility of checking in the students and taking attendance.
- Any last minute medication checks must be given to the chaperones.
- Chaperones will inspect each piece of luggage by hand. After this luggage check has been performed, the student may board the bus and load luggage.
- Unsealed liquids such as beverages, mouthwash, etc. will not be allowed on the bus.
- Once luggage is loaded, students must board the bus and remain there until departure at 6:30 AM

Hotel Arrival and Hotel Guidelines

The following are hotel behavior guidelines and expectations for students:

- Remain seated on the bus until instructed by the chaperone that it is your time to check-in to the hotel
- Room keys will be given first to the Head Chaperones, who will then distribute them to remaining chaperones.
- Please go quietly to your room. Do not disturb other guests.
- Do not talk loudly in halls, slam doors, or pound walls or windows.
- Room phones are not to be used by students. Front desk monitors phone calls.
- Do not take articles from the room (towels, washcloths, sheets, etc.) You will be charged for missing items.
- Never open windows. Keep drapes closed.
- Always make sure your door is completely shut and locked behind you.

- Do not leave your floor or go anywhere else without asking your chaperone for permission.
- In the event that pay-per-view TV is not turned off, it is not to be used or accessed by students for any reason.
- Use of pool is STRICTLY PROHIBITED.

Lights Out

- Students need to get ready for bed and lights out by 10 P.M. (depending on when we get to hotel)
- Chaperones will do a final check, close the room door, and place a piece of tape out the outside of the door.
- 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 HIS/HER ROOM.
- 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 has been taped unless there is an emergency.
- In the event there are any issues with excessive noise or other problems, security guards will contact the chaperones. This situation will not be pleasant for anyone involved.

Bus and Traveling Guidelines

- The chaperones are responsible for dismissing the students from the bus and permitting students back on the bus.
- Once off the bus, chaperone groups need to assemble outside the bus and walk together to the designated area.
- The following are bus and travel behavior guidelines and expectations for students:
 - All students are expected to listen when someone else is addressing them on the bus or tour.
 - Seat partners are expected to stay the same for the entire day.
 - Seat partners are expected to tell the chaperones in the event their partner is not on the bus.
 - Backpacks are to be left on the bus during the day and may only be taken off the bus when going to the hotel.
 - No flash photography on the bus.
 - Use of the restroom on the bus is for emergencies only.
 - Each time you depart the bus, take any trash up to the front of the bus for disposal.

- Headphones are to be removed while adults are speaking and leading us through Washington, D.C. Earbuds/headphones are NOT PERMITTED on tours.
- Use indoor voices on the bus.
- Remain in your seat at all times when the bus is in motion.
- Students are to enter the bus only when a chaperone is on the bus.
- Students are to exit the bus only when directed to do so by a chaperone and only after a chaperone has exited first.
- 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. NO fidget spinners, etc.

Hotel Departure: Mar 14, 2024

- Students will receive a group wake up call at 6:15 AM
- Breakfast will begin at 7 AM
- Departure from the hotel will be at 8 AM
- Students will need to be dressed and prepared for the whole day as we will not return to the hotel until 10-10:30 that night.
- In the morning, make sure that everyone in the room is up and ready to go. Stay in your room until the chaperones come to get you for breakfast.
- There will be consequences for students who hold up the rest of the group. Shower and organize yourself the night before if possible. Plan showers and bathroom usage with your group so you are on time for breakfast.
- The best plan is to have two people shower in the evening and two people shower in the morning.
- Be sure to plan warm clothes for the entire day.

Hotel Check-Out: Mar 15, 2024

- Pack most of your belongings the night before.
- Students will receive a wake-up call at 6:30 AM.
- At 7 AM head to breakfast once your room is ready. After eating, return to your room and pack any remaining items.
- Set your luggage in the hall, prop open your door, and stay in your room.
- Before you are allowed to leave, chaperones must:
 - Inspect each room prior to departure for forgotten items in drawers, in closets, and under beds.
 - Collect room keys after the room has been checked.
 - Know of any room issues.
- Double check to make sure you have all belongings. We will not return to the hotel after we leave the last day.

Day Tour and General Guidelines

- Pay attention to directions and information received from the chaperones, so that you always know where you are going and what time to return.
- Always know where your chaperones are while you are touring.
- Never go wandering off on your own. If given free time, you must stay with your buddy.
- Be ON TIME. This is very important, as we must stick to the schedule.
- Some of our stops may be very brief. There may not be time to stand in line to purchase something. Please check with a chaperone first.
- All students must visit all sites on the tour. You may not stay on the bus or at the hotel.
- Be mindful of your belongings. You are responsible for your own items. Nowak Travel and LFM are not responsible for lost or stolen items.
- Respect should be shown to any exhibit or monument being viewed. Comments and questions should be relevant and intelligently phrased.
- Exhibits are not to be touched. Listen to the instructions and commentary of the guides at all times.
- If you get lost, stay where you are! Locate a security guard or police officer. We will find you!
- In the morning, make sure that everyone in the room is up and ready to go. Stay in your room until the chaperones come to get you for breakfast.
- Meals will be partaken in relative peace and quiet. Normal conversation is permitted with the people at your table. (see cell phone rules)
- Proper manners and conduct will be displayed at all times. After meals, please remain at your table until a chaperone directs you to the bus.
- Do not run, yell, or scream at any time during the trip.
- Dangerous activities such as pushing, fighting, or shoving will not be tolerated.
- Remember “please” and “thank you” go a long way!

Removal from the trip:

- If the chaperones/administrator deem it necessary to remove a student from the trip for inappropriate behavior, safety to others, or other serious reasons, it is the parent’s responsibility to transport the student home at no cost to the district.
- In addition, no refund will be issued for registration paid.