



## **Stone Bridge Middle School**

1252 Yardville-Allentown Road • Allentown, NJ 08501 • (609) 259-7292 • [www.ufrsd.net](http://www.ufrsd.net)

September 2015

Dear Eighth Grade Parents and Students,

Excitement is building for the 8<sup>th</sup> grade trip to Washington, DC, and students have been asking many questions. In order to answer many of questions you and the students may have, we are sending home this letter. The following is a list of guidelines, procedures, and expectations for the **April 14<sup>th</sup>-April 15<sup>th</sup>** eighth grade trip to Washington, DC. It is important that all parents and students read and discuss each item listed. Attached is a two-page medical information sheet and agreement of understanding that needs to be completed, signed, and submitted to Mr. Schmid or Mr. Scaturo as soon as possible. If your child is *not attending* the trip, please submit a signed letter to Mr. Schmid or Mr. Scaturo indicating non-attendance and whether or not your child will be in school on those days.

### **GENERAL GUIDELINES**

- 1. If your child will require medication on the trip, please contact the School Health Office by 2/9/16 @ 609-259-7292 x5102. Medications will not be accepted unless prior arrangements through the school health office have been made. Students will not be permitted to carry medication, including over the counter products. Students who wish to carry their asthma inhaler must submit medical authorization to the School Health Office by the deadline date.**
2. Students will be assigned one of our 30 chaperones and must remain with that individual throughout the touring portion of the trip. Our ratio of chaperone to students is approximately 1:5. Students will not be permitted in any gift shops without the presence of a chaperone (i.e. rest stops, museums).
3. Students will be courteous and respectful to all trip personnel: chaperones, bus drivers, hotel employees, tour guides, site personnel, other hotel guests, and other touring groups and their chaperone.
4. All the behavioral expectations the school has for students at school will be in effect during the trip. Disciplinary consequences will be assigned (including points) to those students for any violations of the trip or school rules. Behavioral incidents during the trip may also result in those students being denied access to a touring site; they would remain on the bus with a chaperone. Parents will be called to pick up their child in the event of a serious infraction that would typically result in an out-of-school suspension.

5. Dress for the trip should be appropriate and tasteful. Shorts are permitted, but no “short shorts” or cut offs. Tee shirts should not contain any “messages.” Girls, leave your midriff exposing clothing at home. Comfortable walking shoes are a necessity; clean, neat sneakers are fine. Watch the weather reports to see if jackets, sweaters, or umbrellas need to be packed.
6. Snacks are permitted, but be reasonable with the types and amounts. No coolers, thermos containers, or glass bottles for drinks are allowed. **No energy drinks are permitted** (these include coffee/espresso type drinks as well).
7. Students are responsible for their own property at all times. If valuables are left behind at a touring site, the bus **will not** be able to return to retrieve them.
  - a. Students are permitted to bring iPods and mp3 players with headphones to listen to on the bus or in their hotel rooms. No electronic devices that can be played aloud should be brought on the trip. Students will not be able to take these personal items to any of the touring sites and they must be left on the bus.
  - b. Students are able to bring cameras on the trip. It is not recommended that students bring video cameras. Sufficient supplies for taking pictures (such as batteries, SD cards, etc. should be brought from home; these items are not always readily available at the sites, and if they are, they are VERY expensive.
  - c. Students are permitted to bring cell phones on this trip. Usage of the cell phone will be limited to music on the bus and the camera function. **All social networking apps**(Instagram, Facebook, Twitter, Snapchat, etc.) **are strictly prohibited**. In no case are they to be used to make phone calls during the duration of this trip. In the event of an emergency, parents can contact the principal at the number provided below (see # 9). Additionally, if a situation arises where a parent needs to be contacted, the principal and trip coordinators have the emergency contact numbers. Inappropriate use of, or violation of the rules, will result in confiscation of cell phone.
8. Students are limited to one traveling bag or suitcase that will be stored under the bus. They will also be permitted to take a backpack on the bus to store their lunch for Thursday, a snack and drink, and other personal items.
9. An identification card will be provided to each student that includes his or her name, school name and address, school phone number, and hotel name and phone number. This card should be carried at all times. Contact the school if there is an emergency. The school will be able to contact Ms. Negro or Mr. Myslinski. If the school is closed, please call the hotel and leave word at the desk (Embassy Suites 1-703-684-5900).
10. Souvenirs may be purchased at designated locations only. Do not purchase anything from street vendors.
11. We will be using REMIND 101 to get information out: text this message-@sbmsdc2016 to the number 81010. If there is trouble text (609) 910-2375.
12. Thursday dinner as well as Friday breakfast and lunch are paid for through the students’ trip fee. Students will need to bring a “brown bag” lunch on Thursday (no glass bottles) and extra snacks. **\*\*\*ABSOLUTELY NO PEANUT FOODS\*\*\***
13. Students who fail to adhere to the code of conduct will be subject to social probation and lose the privilege to attend the trip to Washington. See pages 26 and 27 of the handbook for more information.

## **PROCEDURES FOR BUS TRAVEL**

1. The bus driver is the KEY person while the bus is in operation. Listen to him/her at all times.
2. Stay seated while the bus is in motion.
3. Do not lean heavily against the windows.
4. There is to be no conversation with or attention drawn to people outside of the bus.
5. Always be aware of the name of your bus driver, the bus number and company, and the location of the bus in the parking areas.

## **PROCEDURES FOR THE HOTEL**

1. Students are not permitted to leave the hotel property or go to any other sections of the hotel unless accompanied by a trip chaperone.
2. Rooms are to be kept neat and clean at all times.
3. Room doors will remain open before lights out when any "visiting" is taking place.
4. Students will not be permitted outside their rooms after the time designated by the principal.
5. Students will be expected to "retire" to bed and go to sleep at the time designated by the trip supervisors.
6. Students must remain quiet at all times while in their rooms, so as to not disturb other guests of the hotel. (It's a nice hotel; we wish to return.)
7. Students will not use room phones except to contact chaperones in emergencies.
8. Parents and staff will serve as the "security" throughout the entire night. At least two chaperones per floor will always be outside SBMS designated rooms all night.
9. Chaperones may conduct "spot checks" of the rooms at any time.
10. Elevators will be used for necessary "transportation" within the hotel only, not for "rides."
11. Room groups will be responsible for the condition of their rooms at check out. Payment by the responsible student or students is expected for any hotel property damage.
12. Students will be staying at the Embassy Suites Alexandria, 1900 Diagonal Road, Alexandria, Virginia 22314. The telephone number is 1-703-684-5900.
13. Access to premium television channels will be cut-off through the main desk at the hotel.

## **MEDICAL RELEASE AND AGREEMENT OF UNDERSTANDING**

### **FORMS MUST BE COMPLETED, SIGNED, AND RETURNED**

**BY December 18, 2015**



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To Whom It May Concern:

I hereby give my permission that in case of an emergency on the eighth grade trip to Washington, DC on April 14<sup>th</sup> through April 15<sup>th</sup>, my son/daughter \_\_\_\_\_ may be taken to an area hospital for treatment if it is necessary.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian - (Printed)

\_\_\_\_\_  
Date

General Information:

Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Family Doctor \_\_\_\_\_

Health Insurance Co. \_\_\_\_\_

Allergies: \_\_\_\_\_

Allergies to Medication: \_\_\_\_\_

**PLEASE TURN OVER, SIGN AND COMPLETE**

## Agreement of Understanding Trip Rules and Procedures

My son/daughter and I have read and discussed all of the rules for the eighth grade Washington, DC trip. We understand that they are designed to protect the welfare of all students, while attempting to provide a meaningful learning experience.

\_\_\_\_\_ (Student's name) agrees to abide by the rules and understands the consequences for misbehavior.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Student Signature*

**\*Students must have this double-sided sheet completed and handed in by December 18; they will not be permitted to board the trip bus on April 14<sup>th</sup> without it.**