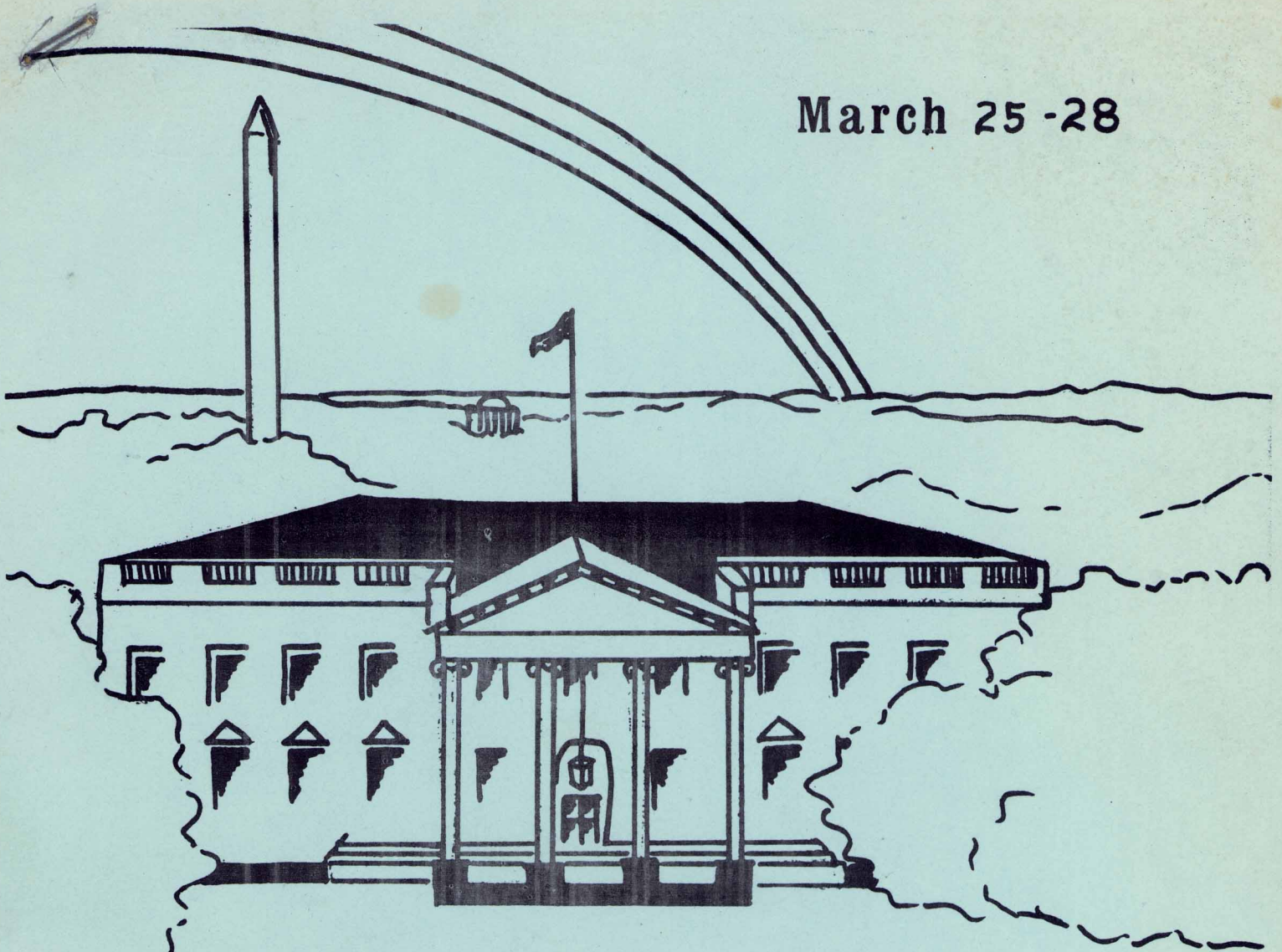


March 25 -28



8th Grade Class Trip

# Washington D.C.

Dover Middle School

226 West Sixth St.

Dover, Ohio 44622

Don Marshall, Principal

## STUDENT BOOKLET

### T A B L E   O F   C O N T E N T S

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NAME OF STUDENT - \_\_\_\_\_

ADULT COUNSELOR - \_\_\_\_\_

MOTEL ROOM - \_\_\_\_\_

\* Falls Church Inn  
6633 Arlington Blvd.  
Falls Church, Virginia

Phone #703-532-9000

DOVER MIDDLE SCHOOL  
Grade 8  
4-Day Washington, D.C. Tour  
March 25-28, 1980

Tuesday-March 25, 1980

✓ 6:30 A.M.	Buses at the school
✓ 7:00 A.M.	Departure from school
	Rest stop enroute
✓ 3:00 P.M.	Arrive in Washington, D.C.
✓ 3:30 P.M.	Join Tour Escort at the entrance to the Library of Congress
✓ 4:00 P.M.	Visit the National Archives Building
✓ 5:00 P.M.	Dinner at the Marriott Hot Shoppe in Crystal City
✓ 6:30 P.M.	Check into the Falls Church Inn*
✓ 8:00 P.M.	Admission to the Wax Museum, followed by a Disco Party

Wednesday-March 26, 1980

✓ 8:00 A.M.	Breakfast at motel
✓ 9:30 A.M.	Tour of the Bureau of Engraving & Printing
✓ 11:00 A.M.	Tour of the White House
✓ 1:00 P.M.	Lunch at the Crystal Dinery
✓ 2:00 P.M.	Lectured and guided sightseeing tour with local licensed guides
2:15 P.M.	Embassy Row, Washington National Cathedral, ✓ National Shrine of Immaculate Concep- tion, ✓ Arlington Nat'l. Cemetery to see changing of the Guard at the Tomb of the Unknown Soldier and the gravesites of J.F.K. and R.F.K.
5:00 P.M.	Return to motel
6:30 P.M.	Dinner at the famous Blackies House of Beef
8:00 P.M.	Night tour of Washington, D.C. to visit the illuminated Monuments and Memorials

Thursday-March 27, 1980

8:00 A.M.	Breakfast at the motel
10:00 A.M.	Tour of Kennedy Center
11:30 A.M.	Group picture taken at the base of the Capitol steps (\$3.00 extra)
12:00 P.M.	Lunch at the Smithsonian Carousel
	Unrestricted sightseeing on the Smithsonian Mall to include the History & Technology Building, Museum of Natural History, Freer Art Gallery, National Art Gallery, etc.
5:30 P.M.	Dinner at Marriott Hot Shoppe in Crystal City
8:00 P.M.	Movies

Friday-March 28, 1980

8:00 A.M.	Breakfast at the motel
9:30 A.M.	Check out
10:00 A.M.	Tour of the U.S. Capitol Building
12:30 P.M.	Lunch at Roy Rogers Restaurant
2:00 P.M.	Visit Mt. Vernon
3:30 P.M.	Departure for home
11:00 P.M.	Approximate time of arrival at the school

\*Falls Church Inn

6633 Arlington Blvd. Phone #703-532-9000  
Falls Church, Virginia

Dover, Ohio

March 10, 1980

GENERAL INSTRUCTIONS

Eighth Grade Field Trip to Washington, D.C.

Dear Students and Parents:

Recognizing that the trip to Washington, D.C. will require the utmost cooperation from all students involved, the eighth grade teachers and administration have set down the following guidelines hoping to insure that this trip will be a memorable one.

I. Assembly Instructions

- a. Assemble at the Middle School at 220 W. 6th Street at 6:30 A.M. on the day of departure.
- b. Parents can park in the gym parking lot off 5th St.
- c. Passengers are to report to assigned bus rooms with their luggage.
- d. Luggage tags will be furnished and filled out by students and attached to your luggage when you come to school.
- e. Name tags should be pinned to outer wrap over the heart.
- f. Attendance will be taken about five minutes before students are scheduled to load on their assigned buses.
- g. Passengers will file out in bus seat number order at 6:45 A.M.
- h. All students will carry their own luggage to assigned buses.
- i. After giving luggage to bus driver, students will board buses according to bus seat number order.
- j. Parents should inform the nurse, Mrs. Smitley - phone number 343-8206 - of any student on special medication or who has a special problem to look out for. The nurse should dispense all medication during the trip.

II. Luggage Size

- a. Recommended maximum, overall dimensions of suit cases are: 18" high, 26" long, 9" deep
- b. Small size suitcases are highly recommended.

III. Student Appearance

- a. Appropriate dress as established for boys and girls at the Dover Middle School will be in effect.
- b. Girls are NOT to wear high heels and/or other wearing apparel considered too dressy.
- c. Boys are encouraged to wear sport shirts and school coat or sweater.
- d. Coats suitable for March weather are to be worn by each student. (Winter coats are recommended.)

#### IV. Check List for Packing

School clothing would be appropriate for this trip. No new clothes should be necessary. The following list is a guideline:

Slacks .....	2 pair
Shirts or Blouses.....	3
Socks.....	3 pair
Underclothes.....	3 changes
Jacket.....	1
Sweater.....	1
Dress.....	1
Pajamas.....	1 pair
Robe	
Slippers	
Shoes.....	1 extra pair
(With the amount of walking we will be doing, make sure your shoes are broken in and comfortable.)	
Raincoat and hat or umbrella	
Handkerchief or Kleenex	

#### Toilet Articles

Toothbrush and toothpaste  
Comb and/or brush  
Deodorant

#### Extra: (optional)

Camera and film  
Personal medication

Each child will be held responsible for his or her clothing, money and equipment. Your suitcase or bag must be labeled.

#### V. Motel Assignments

- a. Boys and girls will be roomed in separate motel units.
- b. Each bus group will be assigned to adjoining rooms in a section of the motel unit - most rooms will have four to a room.
- c. Counselors will be assigned rooms housing students in their care. Counselors will be responsible for room check of these students.
- d. Room lists will be sent to the motel one week prior to check-in time and therefore no room assignment changes will be permitted.
- e. One student from each group of four will be made responsible for a key to their assigned room.

## VI. Money and Valuables

- a. Students are encouraged not to bring more than \$20 for personal use while on the trip. The only money that will be needed would be for one lunch on Tuesday at noon and one supper Friday evening.
- b. Valuables such as cameras, wallets, watches, or purses are strictly the responsibility of the owner.
- c. No portable radios are permitted.
- d. Many opportunities will be found for picture taking and, therefore, cameras are recommended for the trip.
- e. It is advised that expensive cameras not be taken.
- f. In areas where cameras are not permitted, they may be left on the bus.

## VII. Bus Sickness

- a. There is nothing to be ashamed of if sickness begins to develop.
- b. When sickness begins to develop, the parent-counselor or teacher in charge of your group should be alerted.
- c. Several things can be done to help prevent sickness or to make the passenger more at ease. Those prone to car sickness might take a paper bag in case of need. Also, you may want to take Dramamine or Bonine pills if you generally take them. If necessary, teachers will ask the driver to pull to the side of the road.
- d. A nurse will be traveling with us and should be notified if anyone is ill.

## VIII. Code of Conduct During the Trip

### A. Bus Regulations

1. All students will ride the bus assigned to them from the time the trip begins and until it reaches its conclusion.
2. An attendance check will be made on the bus after each stop is made throughout the trip.
3. Car games and books are permissible while traveling.
4. At no time will students converse with the bus driver while the vehicle is in motion. Whenever the bus stops, no student will exit until instructed to do so.
5. Rough-housing, practical jokes, throwing of food or paper, open windows, or contact with those outside the bus will not be tolerated.
6. Comments are not to be directed to pedestrians, motorists, or the bus driver. This is in poor taste and dangerous.
7. Bus windows are to be kept closed. Nothing should ever be tossed out of windows. "Litterbugging" is dangerous and distasteful.



Bus Regulations - Cont'd.

8. When instructions are being given, all students will be attentive and obedient to procedures to be followed.
9. Eating will be permitted on buses but all students will be responsible for keeping the seats and floor of the bus clear of food scraps and paper.
10. Adults and teachers in charge of any bus may change the seat of any disorderly student at any time.
11. Lack of time prevents loitering at rest stops or waiting in lines to purchase anything. Students may purchase items, providing it can be done quickly without interrupting time schedules and only when staff members have notified the group that they may do so.
12. Whenever areas for meals are reached, students will line up by twos according to assigned groups immediately after leaving their bus and proceed as directed to the meal area.
13. When the head chaperone announces "Quiet Time", all students are expected to cooperate.

B. Meals

1. Meals will be partaken in relative peace and quiet with only normal conversation taking place.
2. Practice of proper manners and conduct is to be displayed at all times.
3. Food should not be wasted - especially in restaurants.
4. Senseless playing with food or eating utensils will not be tolerated.
5. Use of candy and pop machines will be only with permission of parent-counselor or teacher in charge.
6. Students may sit with anyone they please during meals.

C. Dormitory

1. Regulations of the motel will be strictly enforced.
2. Students will be responsible for their own baggage and personal belongings while residing at the accommodation provided.
3. No student will leave the motel except at those times when the entire group leaves for a tour.
4. Students will be in their assigned rooms at such times designated by the school and will have lights out immediately following bed check.
5. Each group of four assigned to a room will have one person designated as in charge of the key to that room.
6. Students are responsible for the orderliness of their assigned room and any damage to this area or any area within the motel by a student will be charged to that student.
7. Areas assigned to girls are off limits to boys and areas assigned to boys are off limits to girls.
8. Horseplay of any kind will result in disciplinary action.

D. Tours

Remembering the educative purpose of this field trip and that we represent the Dover City Schools, it is essential that all students conduct themselves in a manner most becoming for eighth graders. The following reminders will help us gain the greatest appreciation of our tours:

1. Students will remain with their assigned group at all times.
2. Respect must be shown to any exhibit we view and our comments and questions should be intelligently phrased to our guides.
3. Listen to the guides' explanations and instructions at all times.
4. Exhibits are not to be touched.
5. All students will return to their assigned bus promptly at the conclusion of any tour.
6. Souvenirs will be purchased only when time permits and permission is given.

It is expected that boys and girls will conduct themselves as ladies and gentlemen throughout the trip so that everyone will find respect for one another as well as win the respect of the people observing us. Courtesy and good manners should be practiced constantly. It is our hope that students will always remember the significant meaning of the tour and the reverence with which students should visit those many historical areas of the tour. This is our American Heritage - a history developed by Americans.

Specific Areas on the Itinerary

- ( ) At all areas where students will exit the buses for guided tours, students will exit quietly and stand in their group. At all areas where students leave the buses, a teacher or an adult counselor will be in charge of each group. The adults in charge will remain with their group throughout the tour. Students are expected to remain with their own group and at no time will they be permitted to leave their assigned group.
  - ( ) At no time are students permitted to buy junk from the hawkers outside the buildings we will tour. Should hawkers persist, you may have to ask them to leave.
  - ( ) At each building we are to visit, guides will give you very specific instructions as to behavior inside the building. Any behavior other than that indicated by the guides will not be tolerated.
1. ( ) Library of Congress - Contains more than 13 million books and pamphlets and over 19 million manuscripts and extensive files of maps, prints, photographs, newspapers and reels of microfilm.



- ( ) 2. National Archives - See the original Constitution, Declaration of Independence and Bill of RIGHTS - ALL ARE PRESERVED AND ON PUBLIC DISPLAY.
- ( ) 3. Washington Monument - All students will take the elevator to the top of the monument. There will be no exceptions. Supervisory personnel will assist the loading of the elevator and in guarding the stairs.
- ( ) 4. Jefferson Memorial - On the south bank of the Tidal Basin - its chaste columns and simple lines reflect Jefferson's taste. Portion of his writing will be found within.
- ( ) 5. Lincoln Memorial - This stately marble structure designed by Henry Bacon has 36 columns; one for each state in existence in Lincoln's time. Dominating the interior is the colossal statue of Lincoln.
- ( ) 6. Bureau of Engraving & Printing - Here the government engraves, and prints paper money, bonds, revenue and postage stamps.
- ( ) 7. White House - Be prepared for long lines and extremely crowded conditions inside. The trip itself takes only a few minutes. No picture taking inside.
- ( ) 8. Washington Cathedral - Interdenominational place of worship funded by interested groups all over the world.
- ( ) 9. Arlington - Remain on buses until directed to move to the Kennedy gravesite.
- ( ) 10. Kennedy Center - A fine arts center honoring John F. Kennedy.
- ( ) 11. Smithsonian Institute - Since the Smithsonian is so large, the adult in charge of each group will decide with their students where and just exactly what time to meet to return to their buses.
- ( ) 12. U.S. Capitol - 1 1/2 hour tour including House and Senate Galleries. This building is 751 feet long and 350 feet wide and contains 540 rooms. The two wings contain the Senate and House Chambers.
- ( ) 13. Supreme Court - The Judicial Branch of our Government - see the Supreme Court in session (if at time of your visit.)

- ( ) 14. Mount Vernon - The gift shop here is recommended for shopping. Teachers and adult counselors should make certain that their groups walk around the estate (note the garden especially as these are missed by most visitors.) Make certain that you return to your bus at the time indicated on your itinerary.
- ( ) 15. Gathering of historical pamphlets for school use should be encouraged but use discretion and check with park service.

NOTES: