

Norwalk
Catholic Schools
8th Grade Trip
Washington D.C.
May 1-4 of 2019

Expectations during the trip

When traveling with a large group to a location where most people are unfamiliar with the area, it is very important that everyone (school personnel, chaperones, students) cooperate and listen to the trip leader. Safety and security are the most important goals of this trip. This can only occur if everyone cooperates and listens to instructions.

Students

- Students are expected to act as if they were in school. The school discipline code, which is contained in this handbook, is to be followed. Any violation of the school discipline code will result in punishment. **Violation of the serious misconduct code can result in the student being sent home at cost to his/her parents.**
- Students are expected to be with their assigned chaperones at all times.
- Student are expected to complete the research for their project-scrapbook while they are on the trip.

Chaperones

- Chaperones must follow the school discipline code. Violation of the discipline code will result in consequences. Violation of the serious misconduct code can result in the chaperone being sent home at their own cost.
- Chaperones are to be with their assigned students at all times. Chaperones are responsible for the conduct of their students. If problems occur they are to notify one of the teachers as soon as possible.

School officials

- School personnel will follow the school discipline code.
- School personnel are ultimately responsible for everything on the trip.

We want this trip to be memorable for the students and stress free for the chaperones. We encourage you to enjoy the trip while keeping in mind the above expectations. If there are any questions about what is expected of you, please ask one of the school officials on the trip at any time.

Packing

Each person is limited to one carry-on bag and one personal bag (must be able to be placed under the bus). You may bring pillows and blankets for the bus.

All luggage is open to search by the tour leaders (teachers/administrators) at any time.

Emergency

In case of emergency during school hours please contact Norwalk Catholic Junior High School and they can get you in contact with school personnel at the trip. For an emergency after school hours you should contact the hotel.

DC Hotel Information: Colony South

Hotel: Colony South

7401 Surratts Rd, Clinton, MD 20735

(301) 856-4500

Please make sure to exchange cell phone numbers with your child's chaperone.

Meals

Students will have to pay for meals traveling to and from D.C. (Suggested travel cash is 50 dollars.)

Dress Code

Students will be allowed to wear shorts or jeans. T-shirts are also allowed. All clothing must be respectable. Sun glasses and rain ponchos are suggested but not required. Hats are allowed but cannot be worn in some buildings. **Comfortable shoes** are strongly suggested. There will be a lot of walking; we will walk all day Thursday, so make sure you have shoes that will handle that.

Weather

Please keep an eye on the weather before the trip to help you pack.

School Policies

All school policies will be enforced. Students are to observe all rules and regulations as stated in the school handbook. Students are representing Norwalk Catholic Schools and are expected to conduct themselves as Christians. Violation of the rules will result in punishment as to be determined by school representatives on the trip. Please refer to the discipline section in this handout.

Medication

If your child has to take any medication, we need to have a release form with that medication. Medication will be handled by school personnel on the trip. Please include any special instructions with the medication. Medication should be turned into to Mr. Harrington in its original packaging the week of the trip.

Cameras, cell phones and other electronic devices

These items are allowed on the trip. However, if they are lost they will be gone. The trip will not be delayed because one person lost their cell phone. Please keep this in mind when packing. Misuse of any of these items will result in confiscation for the duration of the trip.

DISCIPLINE (as stated in the Norwalk Catholic School Handbook)

Philosophy: Discipline is the responsibility of the total school community. Being a Catholic School, the highest standard of behavior is expected of each student. Because we believe that students are still learning and developing, we realize that they will sometimes need some type of correction. Usually this is carried out by the teacher in an informal disciplinary action.

Students attend Norwalk Catholic Schools under the direction of State Law and with the full benefits of constitutional protection of their rights as citizens. This Ohio code specifies the school's expectations. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from the students.

The Administration reserves the right to handle serious student problems in another way, other than stated here.

Code of Conduct:

1. Show respect, obedience and courtesy to all school authority.
2. Show respect and friendliness by your words and actions for their fellow students and all visitors to the school.
3. Show respect for all school property, other students property and their own property.
4. Cooperate with your teachers and classmates, exhibiting behavior that allows every teacher to teach and every student to learn.
5. Obey all classroom and school rules.
6. Be on time and present every day, except when prevented by illness or other excusable reasons.
7. Be prepared for classes by having learning materials needed and all assignments neatly completed.

8. Be properly attired and groomed according to the regulations of the Norwalk Catholic Schools Dress Code.

Dress code is relaxed for this trip. The guidelines for dress code are contained in this handbook.

9. Use appropriate language at all times.

10. Be accountable for your actions when riding the bus, when on field trips, when in Church, and on all occasions when representing Norwalk Catholic Schools.

Serious Misconduct Code: Violations of the following rules will result in disciplinary action, which may include suspension or expulsion.

1. Disruption of School: A student may not use violence, force, coercion, threat or intimidation of teachers, guests, other students, or any other employees of the school district to cause a disruption or obstruction to the education process or activity. Jokes will be taken seriously!

2. Assault (fighting): A student may not physically attack or behave in such a way as could cause physical injury to any person on the school premises while in the custody and control of the school or in the course of a school-related activity.

3. Damage to School or Private Property: A student may not attempt to damage school property, nor remove it from the premises without written permission from the principal. A student may not attempt to damage or remove the private property of others without their knowledge and permission. No student may receive or purchase from another student any property, which was stolen or appears to be stolen.

4. Dangerous Weapons: A student may not possess, handle, transmit, or conceal any object which could be dangerous to self or which could inflict physical harm if used against others.

5. Alcoholic Beverages, Narcotics, Drugs, and Counterfeit controlled substances (look-a-like drugs):

A student may not possess, use, transmit, conceal or show evidence of having consumed any of the above while on school premises, or in attendance at any school sponsored function either at the home school or at a school where the home school is participating.

6. Tobacco Products: A student may not possess, transmit, conceal or use tobacco on the school premises while in attendance at any school sponsored function either at the home school or at a school where the home school is participating.

7. Fires, Fire Alarms, and Fireworks: A student may not interfere with the educational process or endanger other students by setting fires, pulling fire alarms, or setting off fireworks on the school premises.

8. Disrespect to School Personnel: A student may not act in defiance of directions, be disrespectful toward, or fail to comply with lesser forms of disciplinary actions issued by school personnel. This includes playground monitors and volunteers.

9. Profanity: A student may not be profane or abusive in speech, gestures, or writing; or possess such

signs, pictures, or publications.

10. Behavior not covered by other rules: The school reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the written rules.

- All of the above apply to all participants during field trips (students, chaperones, and teachers).

- For the purposes of this trip, school is defined as every place the tour group occupies.**
- All rules apply from the moment the trip starts and lasts for the duration of the trip.**
- Violation of Code of conduct can result in immediate punishment during trip (i.e. - exclusion from events)**
- Violation of Serious Conduct Code can result in immediate expulsion from trip.**
- Person in violation of Serious Conduct Code may have to provide own means to return home (i.e. paying for their own plane ticket)**
- Punishments may extend to disciplinary action upon return to school (i.e. in-school suspensions)**