

General Rules

- A. The directions of chaperones, driver-guides or step-on guides, and tour guides are to be followed without question or complaint.
- B. Tour participants are to act in a pleasant, courteous, respectful, and mature manner.
- C. Use good sense and do not purchase items from vendors without permission.
- D. Always know your driver's name, bus company number, and when and where you are to meet your assigned bus. Participants are expected to be on time at all times.
- E. Participants must visit each site with the group. No one will be allowed to remain on the bus after we have arrived at our destination, unless special circumstances exist.
- F. A cell phone is not required, but may be brought with the **permission** of your tour moderator. If brought it may only be used to phone your parents or in the case of an emergency. Just like at school, we do not want to see it, unless you have been given permission!

Specific Rules

- G. Transportation
 1. Stay with your group and follow the instructions of your tour moderator, chaperones, and driver/step-on guide.
 2. Bring your carry-on bag/backpack on the bus with your camera, phone, sweatshirt, change of clothes, contact case/solution, sunglasses, etc. and other items you may need. The driver usually will not unload luggage for you to claim an item locked in your suitcase.
 3. The driver will advise students about food and drinks on board. Do not bring chewing gum!
 4. Keep the bus neat. It will be our home away from home for three days!
 5. Avoid use of the restroom unless absolutely necessary. Do not throw any foreign articles in the toilet.
 6. For your own safety, remain seated on the bus. If you are standing in the aisle or kneeling on your seat talking to the person behind you, a sudden stop could result in an injury.
 7. DO NOT take flash pictures in the bus as this presents a danger to the driver.
 8. Finally, speak in a conversational tone. This is for the safety of all participants.
- H. While Sightseeing
 1. You are not to leave a guided tour for any reason without direct permission from a chaperone.
 2. Even with permission, never leave the group (i.e. go to washroom, get a drink of water, buy film, etc.) without at least one other tour member going with you ("BUDDY SYSTEM").
 3. Do NOT use personal viewing/listening devices (i.e I-Pads, Portable Dvd) during sightseeing while on or off the bus. The only times these may be used are on the bus or in the hotel rooms.

4. While a driver-guide or tour guide is speaking, you must remain attentive and quiet.
- I. While at the Hotel
 1. Since there are many other guests in the hotel, loud talking, banging on room doors and running in the halls. Please also remember that the misuse of phones, room service, or elevators is also not permissible behavior.
 2. You will not be allowed to leave your assigned room for any reason after the evening curfew has been set, unless an emergency develops during the night. In this case, either phone your chaperone or break the tape and contact the security guard who will immediately contact your chaperone or the tour moderator.
 3. Boys and girls are not allowed in each other's rooms.
 4. Before evening curfew, you may leave your assigned floor in the hotel with the permission of the chaperone(s).
 5. Within one hour after curfew, or earlier if you return to the hotel after the normal 9:30 curfew, all talking should cease and TV's, iPads, etc., should be turned off so that all participants are well-rested and remain alert and healthy during the course of the tour.
 6. The last morning of the tour, rooms will be checked by chaperones to make sure there has been no damage and that nothing has been left unpacked by the students.
 - J. While at Restaurants
 1. Display your best manners.
 2. Loud talking, pushing, shoving, cutting into line, etc., is not allowed. Remember, you are in public places where such behavior is very inappropriate.
 3. If in a buffet line, please line up single-file, unless instructed otherwise.
 4. Please take only the food you intend to eat.
 5. Do not leave the hotel banquet room or restaurant without permission.

Miscellaneous

- K. Clothing
 1. Check the Internet, major newspapers, the "Weather Channel," etc. for your destination's 3-5 day advanced weather forecast so you can be better prepared for what to pack.
 2. It will be might be cold! A jacket is a must!
 3. No clothing depicting, referring to, or implying (directly or by innuendo) anything to do with alcohol, drugs, sex, or gangs will be allowed. Clothing picturing or referring to any musical group or individual is also prohibited.
 4. Do not bring jeans with holes in them!
 5. Dressier clothes, including dress shoes, should be brought along if you have been chosen to participate in the wreath ceremony at Arlington National Cemetery.

6. Wear comfortable shoes like athletic shoes. Do not wear new shoes because you may be more susceptible to getting blisters.
- L. Personal Entertainment
1. You may wish to bring along a book/magazine, deck of cards, hand-held electronic game(s), and disc player for the bus ride to and from your destination or for entertainment in your room at night.
 2. Be sure your name is on disc players, hand held devices, etc., so they can be returned to you if lost or if sharing the use of them with fellow participants.
- M. Luggage
1. One suitcase is allowed, but you may bring a carry-on bag for smaller items that you might need during the day.
 2. Do not lock your suitcase.
 3. Make sure any valuables are in a secure place before leaving the hotel.
- N. Additional Items you may want to bring
1. Everyone needs to bring a watch or phone with clock.
 2. Sunglasses
 3. Contact lens wearers are advised to bring an extra pair of lenses or a pair of glasses, in case something happens to your lenses.
- O. What not to bring
1. Items in suitcase which are in glass containers (i.e. nail polish)
 2. Large amounts of candy, cans of soda, and other food items.
 3. Expensive jewelry or large amounts of cash.
- P. Extra Spending Money
1. Money for snacks, arcade games, souvenirs, gifts, etc., should be kept in a safe place at all times, as should all other valuables.
 2. A reasonable amount of spending money.
 3. If you prefer to give your son/daughter traveler's checks, remember to go to the bank with your participant and have him/her sign each check.
 4. Money needs to be budgeted on a daily basis so that students do not run out of money before the last day of the trip.