

ADMINISTRATIVE REPORT

DATE: October 14, 2021
TOPIC: 5.8 – Extended Field Trips
PRESENTER: Jennifer Thomas, Office Coordinator for Assistant Superintendents,
Dr. Tyrone Brookins, Kelly Jansen & Kristine Schaefer
REFERENCE TO POLICY/STATUTE: Policy 610

A. PURPOSE OF REPORT

- a. November 5-6, 2021 – Park High School Girls Hockey Team – 30 students and 5 adult supervisors will travel to Duluth, MN. for pre-season scrimmages. They will travel via Minnesota Coaches bus lines and will stay at the La Quinta Hotel in Duluth. (Bay Shock)
- b. November 5-6, 2021 – Woodbury High School Girls Hockey Team – 35 students and 8 adult supervisors will travel to Duluth, MN. For pre-season scrimmages. They will travel via Trobec's Bus Service and will be staying at the Park Point Marina Inn Duluth. (Patricia Crowley)
- c. November 7-8, 2021 & March 10-12, 2022 – East Ridge High School Business Professionals of America – 10 students and 1 adult supervisor will travel to Minneapolis, MN and Dallas, TX. For the State and National Leadership Conference. Parents will arrange travel to both conferences and for the state conference they will stay at the Hyatt Regency Hotel in Minneapolis. If students qualify for the National Conference, hotel arrangements will be made. (Lynn O'Driscoll)



- d. November 26-27, 2021 – East Ridge High School Boys Hockey Team – 45 students and 5 adult supervisors will travel to Duluth, MN. to play in a tournament. They will travel via Coach bus and will stay at the Fairfield Inn and Suites in Duluth. (Dustin Vogelgesang)
- e. February 12-13, 2022 – Woodbury High School Boys Basketball Team – 20 students and 5 adult supervisors will travel to Duluth, MN. to participate in a tournament. Students and families will be responsible for their own travel and will stay at The Hampton Inn in Duluth. (Kent Gertzlaff)
- f. March 24-30, 2022 – Woodbury High School Baseball Team – 29 students and 4 adult supervisors will travel to Orlando, FL. Players will participate in practices/scrimmages and will enjoy Universal Studios Theme Park. They will travel via Sun Country Airlines and will stay at the Cabana Bay Resort in Orlando. (Kevin McDermott)
- g. June 13-17, 2022 – Woodbury Middle School Social Studies – 170 students and 17 adult supervisors will travel to Washington, DC. For an educational trip. This trip is planned through Gerber Tours and they will stay at the Westin Gateway in Arlington, VA. (Laurie Beebe & Lanka Liyanapathirange)
- h. October 17-20, 2022 – Oltman Middle School 7th and 8th Grade Students – 25-40 students and 3-5 adult supervisors will travel to Washington D.C. & Philadelphia, PA. through World Strides Travel. All flight and hotel accommodations will be determined at a later date. (Jordan Colston)

RECOMMENDATION

Approval





South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Bay Shock 651-425-4911

School and Program: Park HS. Girls Hockey

Date of Requested Trip: Leave Nov 5th Return Nov 6th

1. What group is taking this trip? Girls Hockey

Estimated # of Students 30 _____ Adult Supervisors 4 or 5

2. Destination: Duluth MN

Date/Time of Departure: Nov 5th 10:00 AM

Date/Time of Return: Nov 6th PM

3. State purpose and educational value of trip (attach information to form if needed).
Park Girls Hockey is going to Duluth for hockey scrimmages. We will play 3 games each.
Park Girls Hockey has done this for several years (excluding last year).

4. Name the manner of travel and the carrier.

Booster will be renting a Coach Bus. Reading Bus Lines

5. State housing arrangements (must include name, address and phone number of hotel).

Team and coaches will be staying at the La Quinta Hotel in Duluth

Address: 1805 Maple Grove Rd, Duluth, MN 55811

Phone: (218) 722-0700

6. Describe parental involvement in planning – including who, what, where, when and how.

Park Girls Hockey Booster Club will help with food, hotels and transportation.

7. List participants (reminder to have participants complete parent/guardian permission form).

Participants will depend on which players come out for the team. I will provide a complete list when the season starts Nov 1 Describe the manner of selecting participants.

8. Indicate who will be in charge of supervising the trip. Head Coach Bay Shock, Assistant Coaches, Paul McMorrow, Anna Keys, Paige Press and Abby Kirsch.

9. State the safety precautions and procedures for emergencies while on the trip.

We will follow any district protocol. Players will be staying with other players. Coaches will also have rooms.

11. Give budget costs, how trip will be funded and estimated cost per student.

The entire trip will be covered by the Park Girls Hockey Booster Club.

12. State evaluation procedures.
NA

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
We will review once we know the team.

Signature of Staff Member Responsible: Bay Shock Head Coach

Date field trip request was submitted to Principal: Sept 24 2021

Principal/Administrator Signature and Date:

Approved: 9/24/21

Not Approved:

Assistant Superintendent Signature and Date:

Approved:

Not Approved:

School Board Review Date:

Approved: _____

Not Approved: _____



South Washington County Schools
Cottage Grove, MN

510.4 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Patricia (Angel) Crowley
School and Program: Woodbury HS Girls Hockey
Date of Requested Trip: Nov 5 + 6

1. What group is taking this trip? Varsity + JV team Girls Hockey
Estimated # of Students 35 Adult Supervisors 8

2. Destination: Proctor + Hermantown, MN Arenas
Date/Time of Departure: Nov 5, 9 AM
Date/Time of Return: Saturday Nov 6 8 PM

3. State purpose and educational value of trip (attach information to form if needed).

Purpose - Team scrimmages, team bonding
develop team culture + chemistry, improve at
determine final teams, hockey

4. Name the manner of travel and the carrier.

Bus Trobec's Bus Service

5. State proposed housing arrangements - must include address and phone number

Park Point Marina Inn

1033 Minnesota Avenue Duluth, MN 55802

6. Describe parental involvement in planning - including who, what, where, when and how.

Booster Club planned event with previous coach.
New Coach is implementing trip.
Planning occurred at Booster meetings

7. List participants (reminder to have participants complete parent/guardian permission form).

Girls JV + Varsity Hockey Team members

8. Describe the manner of selecting participants.

Tryouts Nov 1 - all girls trying out will
attend these scrimmages.

It is likely to for cuts just to determine team placement

9. Indicate who will be in charge of supervising the trip.
Head coach & chaperones

10. State the safety precautions and procedures for emergencies while on the trip.

- Masking on buses
- curfew

11. Give budget costs, how trip will be funded and estimated cost per student.
- instructions for team gatherings & coach will have contact info of parents. Many parents will be on the trip
Booster club is funding trip.

12. State evaluation procedures.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Signature of Staff Member Responsible: *Jodi Lockh Luter*

Date field trip request was submitted to Principal: *10-8-21*

Principal/Administrator Signature and Date: *Jodi Lockh Luter*

Approved: ☒ *10-8-21* Not Approved: _____

Assistant Superintendent Signature and Date: *Krista Spalding* *10/14/21*

Approved: ☒ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Lynn O'Driscoll x2247

School and Program: East Ridge High School – Business Education

Date of Requested Trip: Fall Leadership Conference (November 7-8, 2021) Minneapolis; State Leadership Conference (March 10-12, 2022) Minneapolis; National Leadership Conference (May 4-8) Dallas, TX

1. What group is taking this trip? Business Professionals of America (BPA)

Estimated # of Students approx 10 for each conference Adult Supervisors 1

2. Destination: FLC – Minneapolis SLC – Minneapolis NLC – Dallas TX

Date/Time of Departure: FLC – noon on 11/7 SLC am on 3/10 NLC – 5/4

Date/Time of Return: FLC – Noon on 11/8 SLC – Noon on 3/12 NLC – 5/8

3. State purpose and educational value of trip (attach information to form if needed).

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.

BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

Some of BPA's other major programs include the National Leadership Academy, Officer Elections and scholarships. The Torch Awards Program and BPA Cares Program recognize students and chapters, respectively, for their leadership and service to their chapter and community.

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

4. Name the manner of travel and the carrier: Parents will provide students with transportation to both the FLC and the SLC. The national conference (if students qualify) will have travel arranged through air and charter
5. Fall Leadership and State Leadership proposed housing arrangements:
Hyatt Regency Hotel, Mpls
1300 Nicollet Mall
Mpls, MN 55403
(612) 370-1234

National Leadership Housing is not determined at this time
6. Describe parental involvement in planning – including who, what, where, when and how.

Parents will be involved as transportation for the participants as well as additional chaperones as needed
7. List participants (reminder to have participants complete parent/guardian permission form).

Student participants are unknown at this time
8. Describe the manner of selecting participants.

Students may sign up to go to the Fall Leadership Conference. Students must qualify via competition to the State and National Leadership Conferences
9. Indicate who will be in charge of supervising the trip.

Lynn O'Driscoll, BPA Advisor
10. State the safety precautions and procedures for emergencies while on the trip.

School nurse will provide advisor with any necessary medical information
Hotel provides added security on each floor during the conference
Local police will assist as necessary
11. Give budget costs, how trip will be funded and estimated cost per student.
Students fund their own participation
CTE Perkins Funding pays for advisor expenses

12. State evaluation procedures.
Students will share their experiences with the rest of the club, business classes and teachers.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

N/A

Signature of Staff Member Responsible: Lynn O'Driscoll

Date field trip request was submitted to Principal: 9/22/21

Principal/Administrator Signature and Date:  9/22/21

Approved:  Not Approved: _____

Assistant Superintendent Signature and Date:  10/6/21

Approved:  Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Dustin Vogelgesang 651-815-3451

School and Program: East Ridge Boys Hockey

Date of Requested Trip: 9/29/21

1. What group is taking this trip? East Ridge Boys Hockey
Estimated # of Students 45 Adult Supervisors 5

2. Destination: Duluth

Date/Time of Departure: 11/26/21 10:00 am

Date/Time of Return: 11/27/21 7:00 pm

3. State purpose and educational value of trip (attach information to form if needed).

JV & Varsity Games vs Duluth Marshall and Proctor

4. Name the manner of travel and the carrier.

TBD, gathering bids now

5. State housing arrangements (must include name, address and phone number of hotel).

Fairfield Inn & Suites by Marriott
1510 Maple Grove Rd Duluth MN 55811

6. Describe parental involvement in planning – including who, what, where, when and how.

Trip Planned by Booster Club (ERFOC) Operations Manager
Scott Landin

7. List participants (reminder to have participants complete parent/guardian permission form).

TBD after Tryouts

8.

Describe the manner of selecting participants.

JV and Varsity Teams plus Managers

9. Indicate who will be in charge of supervising the trip.

Head Coach Dustin Vogelgesang

10. State the safety precautions and procedures for emergencies while on the trip.

Most families will be taking the trip as well. We will follow our E.A.P.

11. Give budget costs, how trip will be funded and estimated cost per student.

~~Transportation~~ Food & lodging will be funded by ERFOLG
roughly \$100 per student

12. State evaluation procedures.

Basic Tryouts

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

NA

Signature of Staff Member Responsible: [Signature]

Date field trip request was submitted to Principal: 9/29/21

Principal/Administrator Signature and Date: [Signature] 9/29/21

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: [Signature] 10/4/21

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Kent Getzlaff 651-210-9720

School and Program: Woodbury High School Boys Basketball

Date of Requested Trip: Saturday, February 12th-Sunday, February 13th

1. What group is taking this trip? Varsity Boys Basketball

Estimated # of Students 20 Adult Supervisors 5

2. Destination: Duluth, MN

Date/Time of Departure: Saturday, February 12th 8:00 am

Date/Time of Return: Sunday, February 13th 2:00 pm

3. State purpose and educational value of trip (attach information to form if needed).

1. **Enhance high school athletics experience**
2. **Compete in premier invitational tournament**
3. **Team building and bonding opportunity**

4. Name the manner of travel and the carrier.

Student-Athletes and Families are responsible for their own transportation. All players and families will meet at WHS Parking Lot 8:00 am Saturday, February 12th to pick up pre-game meal and make sure all players have ride. This has been clearly communicated to all parties and is in line with previous season trips to Rochester and St. Cloud.

5. State proposed housing arrangements.

**We are staying at the Hampton Inn Duluth-Canal Park
310 Canal Park Drive
Duluth, MN 55802**

Players will be housed 2-3 per hotel room. Cost is covered by Basketball Booster Club

6. Describe parental involvement in planning – including who, what, where, when and how.

Booster Club was given trip information by coaching staff. Booster club communicated this information at the parent meeting. Coaching staff communicated information, including itinerary, via e-mail to all parents and posted on team website

7. List participants (reminder to have participants complete parent/guardian permission form). **Trip participants will be available beginning November 24th. Players/families will fill out permission slip and will be returned to coaching staff and activities department.**
8. Describe the manner of selecting participants.
All eligible members of the team will be allowed to go on trip. Exclusion would be due to: poor academic performance, behavior concerns and/or state high school league suspension.
9. Indicate who will be in charge of supervising the trip.
Head Coach: Kent Getzlaff
Assistant Coaches: Burt Roberts, Sammy Ricks, Greg Schmitz and Ryan Knutson
10. State the safety precautions and procedures for emergencies while on the trip.
We have trip itinerary that's given to all coaches, players and parents. This includes departure/arrival information, game times/locations, transportation process and team hotel policies. We have transportation set up with families to and from each game. All coaches can be immediately reached via cell phone and all players/families have the contact information.
11. Give budget costs, how trip will be funded and estimated cost per student.
Total cost of the trip is approximately \$1,500 There is no cost to the students for the school or tournament or hotel. They will be provided post game meal on Saturday, breakfast on Sunday and snacks on trip. Other food will be at the cost of the players/families.
12. State evaluation procedures.
13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.
Concerns will be updated when roster becomes available. If any of the concerns are behaviorally, see above, they will not be allowed to go on the trip.

Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

G. Gundersen 9/30/21

Approved: ☒

Not Approved:

Assistant Superintendent Signature and Date:

Lisa Shore 9/22/21

Approved: ☒

Not Approved:

School Board Review Date:

Approved:

Not Approved:



*South Washington County Schools
Cottage Grove, MN*

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Kevin McDermott 651-226-0998 Cell

School and Program: Woodbury HS Baseball

Date of Requested Trip: March 24-30th, 2022

1. What group is taking this trip? Woodbury Varsity and JV Baseball (Junior and Seniors)

Estimated # of Students 29 Adult Supervisors 4 coaches & lots of parents too

2. Destination: Orlando, FL (KSA Events Spring Training)

Date/Time of Departure: March 24, 2022 6:45am

Date/Time of Return: March 30, 2022 2:46pm

3. State purpose and educational value of trip (attach information to form if needed).
The purpose of this trip is to provide a unique quality baseball experience for all involved and to develop individual and team skills in baseball, with an overarching development of team culture and camaraderie that builds on the foundation of our program core values of Family, Positive Energy, and Grit. This trip has always been a great help in preparing our program and players develop and be best prepared for our season and is highly supported by our parents, players, and coaches. We have typically done this trip every other year for many years now, but we were cancelled in 2020, and our flight credits from that 2020 trip expire this spring.

4. Name the manner of travel and the carrier.
Air is through Sun Country Airlines and all transportation once on the ground will be provided with our own coach bus by KSA Events.

5. State proposed housing arrangements.
Cabana Bay Resort (Orlando, FL)

6. Describe parental involvement in planning – including who, what, where, when and how.
Parent meeting hosted by the coach and KSA Events leadership via Zoom and at WHS. Many coach emails and dialogue back and forth with parents. Summer meetings at fields.
-Trip is mainly planned and coordinated by me (head coach) with parent support and help.

7. List participants (reminder to have participants complete parent/guardian permission form).
-All returning Juniors and seniors within our program. All are welcome. We will use the district and KSA Events permission forms.

8. Describe the manner of selecting participants.

All juniors and senior players in our program are invited. It is basically a once in a lifetime opportunity to travel as a Varsity/JV player since we do this every other year.

9. Indicate who will be in charge of supervising the trip.

4 HS Varsity/JV baseball coaches are the supervisors of this trip, but many parents will be in attendance to help if needed at all.

10. State the safety precautions and procedures for emergencies while on the trip.

Parent contact lists, parents permission slips and waivers with emergency information. KSA trainers on site at all events/fields throughout all field events and hotel as well.

11. Give budget costs, how trip will be funded and estimated cost per student.

Cost is all inclusive at about \$2000 per player. That includes round trip air, hotel, all meals, spending money, ground transportation, 3 scrimmage dates by MSHSL rules for both JV and Varsity, Universal Studios Theme Park Passes, practices and scrimmages, and team tshirt. This is all paid directly to KSA Events by each individual family. We do have some fundraisers available to players that want/need that option.

12. State evaluation procedures.

Evaluation will be done on a daily basis through outdoor practices and scrimmages that we would not be able to do if we were back in Minnesota. Essentially this process is much more fair to our kids and provides them with great opportunities to compete and get in baseball shape prior to our official MN schedule beginning in early April.

Tons of team bonding opportunities that greatly help our team as well throughout the week.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

Off field supervision will be helped with team check ins, team dinners, tons of time together on the baseball field each day, full team bonding activities off the field, and parental help as they will be around.

Signature of Staff Member Responsible: TC McJannet

Date field trip request was submitted to Principal: 9/14/21

Principal/Administrator Signature and Date: G. Jensen Wagner 9/30/21

Approved: X Not Approved: _____

Assistant Superintendent Signature and Date: Kristen Sp... 9/22/21

Approved: ✓ Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible: Laurie Beebe (425-5507) Lanka Liyanapathirana (425-5504)

School and Program: Woodbury Middle School

Date of Requested Trip: June 13-17, 2022

1. What group is taking this trip? 8th grade (Social Studies)
Estimated # of Students 170 Adult Supervisors 17
2. Destination: Washington, DC
Date/Time of Departure: 6/13/22 6:30am
Date/Time of Return: 6/17/22 4pm
3. State purpose and educational value of trip (attach information to form if needed).
 - Website: <https://sites.google.com/view/wmsdctrip/home>

This educational trip experience will be open to all 8th graders of Woodbury Middle School. The students will have the experience of visiting our nation's capitol with its many historical sites. The students in advance of the trip will develop with their small group chaperone the agenda for their group. It is truly an experience that will last a lifetime.
4. Name the manner of travel and the carrier.
 - Our trip is planned through Gerber Tours.
 - Airline – TBD - the travel agents are looking for the best cost.
 - Flight departs early in the morning from MSP and lands in DC late morning. The students will use the Metro, walk, or use chartered buses for the duration of their stay.
 - Flight departs early afternoon from DC and will return Friday evening.
 - Parents are responsible for dropping students off at the airport and picking them up.
5. State proposed housing arrangements.
 - Westin Gateway; 801 N Glebe Rd, Arlington, VA 22203
 - 4 students per room
 - 2 chaperones per room
 - Students select roommates and parents must approve room assignments
6. Describe parental involvement in planning – including who, what, where, when and how.

Parents are not involved in planning, but are active in helping with fundraising. Parents will attend a meeting before the trip to approve roommates and gather information about the trip. If needed, some parents may also chaperone pending background checks.
7. List participants (reminder to have participants complete parent/guardian permission form).

See attached list, note the list is only of students who have said they are interested in the trip - we have not fully registered yet.

8. Describe the manner of selecting participants.

All 8th grade WMS students were invited to participate during a brief presentation in their social studies classes and a parent meeting. Students and their parents choose to participate by signing an intent form. The first payment is due around October 15, 2022. Any student that is on the waiting list will get the opportunity to participate once another student has dropped from the trip.

9. Indicate who will be in charge of supervising the trip.

Laurie Beebe & Lanka Liyanapathirana are trip coordinators. Around twenty other chaperones will also assist in supervising the trip. Gerber tours is also involved in supervising. Private nighttime hotel security is also provided during the trip.

10. State the safety precautions and procedures for emergencies while on the trip.

Students provide emergency information and a medical form. Students and parents also fill out a baggage check form. Gerber Tours provides private nighttime security at the hotel. An app called Remind is used to keep parents up-to-date with arrivals/departures and issues that come up throughout the trip. All bus drivers and most staff are First Aid trained.

11. Give budget costs, how trip will be funded and estimated cost per student.

Trip is funded by parents. Trip cost is approximately \$1500 per student. All payments will be made to Gerber Tours. Fee includes all meals, transportation, lodging and all entry fees. A cookie dough and pizza fundraiser will also be an option for families to reduce their costs (for every box of cookie dough sold, students can deduct \$7.20 from their trip.)

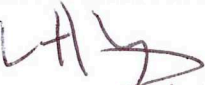
12. State evaluation procedures.

There is an ongoing evaluation process. We always welcome feedback from parents, students, chaperones, bus drivers, and travel company.

13. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

We work with the travel company and restaurants ahead of time to make sure students with food allergies/sensitivities/preferences have appropriate meals. We work closely with the health office and parents to make sure students with health concerns are safe on the trip.


Signature of Staff Member Responsible:



Date field trip request was submitted to Principal: 9/20/21

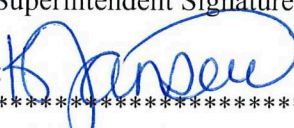
Principal/Administrator Signature and Date:

 9/20/21

Approved: 

Not Approved:

Assistant Superintendent Signature and Date:

Approved: 

Not Approved: 9/23/21

School Board Review Date:



South Washington County Schools
Cottage Grove, MN

610 EXTENDED FIELD TRIP FORM

Staff Member(s) Responsible (Name and phone): Jordan Colston (651)-424-6937

School and Program: Oltman Middle School: Washington D.C. and Philly with WorldStrides

Date of Requested Trip: Monday October 17, 2022-Thursdays October 20th, 2022

1. What group is taking this trip? 7th & 8th Grade OMS Students who are interested

Estimated # of Students 25-40 Adult Supervisors 3-5

2. Destination: Washington D.C. and Philadelphia, PA

Date/Time of Departure: Monday, October 17, 9 am 2022

Date/Time of Return: Thursday, October 20, 5 pm 2022

3. **State purpose and educational value of trip (attach information to form if needed).** The purpose of this trip is for students to step outside their world in MN and into the world they have learned about in text books and seen in movies. 8th grade students study civics during the year, what a great connection. Every student deserves the chance to see the icons of Washington DC and our government in action. Oltman's students will feel, hear, see, and understand American History. This program is a unique educational experience that will challenge their minds at the Smithsonian, draw out emotions at Arlington National Cemetery, and ultimately lead them to understanding their roles as responsible citizens.

DRAFT of Itinerary and Accommodations is attached separately.

4. **Name the manner of travel and the carrier.** We will travel with WorldStrides Travel Company, fly with Delta or Sun Country and use a tour bus from D.C. to Philly set up through WorldStrides.

5. **State proposed housing arrangements.** Hotel with nighttime guards outside of hotel rooms of students. WorldStrides sets this up usually at a Holiday Inn, Radisson, Marriott, Sheridan, or Hilton Hotel. *Need hotel : address*

6. **Describe parental involvement in planning – including who, what, where, when and how.**

Teacher adult supervisors will host a parent meeting to introduce the trip, for fundraising, and pre trip planning. Parents who are willing to participate or/help with fundraising will meet when needed. Fundraising will be offered to all students interested in attending the trip. Two weeks prior to departure there will be a mandatory final meeting for all students traveling to DC and their parents.

7. **List participants (reminder to have participants complete parent/guardian permission form).**

Students will sign up via website and parents will sign forms through WorldStrides.

8. **Describe the manner of selecting participants.**

Students will self select and sign up through WorldStrides. Students with behavior concerns will not be able to participate if not in good standing with the school

9. **Indicate who will be in charge of supervising the trip.**

Jordan Colston- Art Teacher. Depending on how many students sign up I will take between 2 and 4 staff members as chaperones. (A staff to student ratio of 1:8 and no more than 1:10).

10. **State the safety precautions and procedures for emergencies while on the trip.**

1 chaperone per 10 students, name tags with contact information, students will have cell phone numbers of chaperones, and emergency numbers. WorldStrides will have support and doctors on call 24/7. Parents will fill out required medical and emergency forms via WorldStrides.

11. **Give budget costs, how trip will be funded and estimated cost per student.**

Each student will fund and or fundraise for their own trip. \$2,379.00

The price includes airfare to DC and from Philadelphia, hotel for 3 nights, tour bus rental for 4 days, admittance into all site seeing places and cost of any tours, a tour guide for 4 days, and 3 meals a day for 4 days.

12. **State evaluation procedures.**

Surveys, review student journals, and student feedback.

Worldstrides, their employees, the airlines, the hotels, the bus company, and the tour guides will all be evaluated by the program leader at the end of the trip. Eighth grade students participating in the trip will share their experiences with Social Studies classes for it aligns with the grade 8 civics/economics curriculum.

13. **List any proposed precautions, special needs, special concerns, student concerns, - if applicable.**

WorldStrides is a well-known student travel company and will cover anything needed to be precautions or if something happens will fix it. They are always accommodating to students who might need assistance. OMS has been using WorldStrides in some capacity for over 18 years with success. We have been going on this trip through World strides for a very long time. It has been an amazing experience; students who went 6 years ago still talk about it.

WorldStrides also has a new health and safety website that can help with COVID related questions: <https://worldstrides.com/covid-health-and-safety-k12domestic/> AND a flexible guarantee due to COVID : <https://worldstrides.com/flexibility-guarantee/>

Signature of Staff Member Responsible: Jordan A. Colston

Date field trip request was submitted to Principal: 9/14/2021

Principal/Administrator Signature and Date: 

Approved: 9/14/21 Not Approved: _____

Assistant Superintendent Signature and Date: 

Approved: 9/21/21 Not Approved: _____

School Board Review Date: _____

Approved: _____ Not Approved: _____