

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip: Washington, D.C. Educational Tour

Proposed Departure Date: April 26, 2023 **Return Date:** May 1, 2023

Proposer: Heather Hopkins **Position:** Middle School Teacher

Date by which response is needed: April 15, 2023 **Proposal Date:** April, 2023

A. Purpose

1. What is the major place to be visited or event to be attended?

In Washington, D.C. the group will visit the major landmarks such as Mount Vernon, the Capital, the Smithsonian, the Washington Monument, etc.

2. How is the trip related to the educational program of the District?

The students involved in the trip are all 8th grade American History students.

3. In what ways will the students benefit?

Students will gain first-hand knowledge of historical events and places being studied.

4. In what ways will the District benefit?

See #3.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Students involved in the trip will keep a log of the trip and will complete specific content area assignments given by teachers based on locations visited during the trip.

B. Students and Staff

1. Which students (grade, class, or organization) will be going?

Eighth grade history students are eligible, but are subject to behavioral and academic review.

2. How many students in total?

The group size this year is 45 students

3. How many students are currently experiencing academic problems?

No students experiencing academic problems will participate.

4. Which staff member will be in charge?

Heather Hopkins

5. What previous experience has the staff member had in conducting overnight or extended

field trips? Heather Hopkins has been on the trip 12 times in the past and managed the trip before.

6. What other staff members will be going?

4 other staff members – Pat Bennin, Scott Love, Ginny Shadnaw, Kelly Beaumont

B. Students and Staff (continued)

7. How many chaperones, in addition to staff members, will be going? None

8. What are their names and affiliations with the students?

N/A

9. How many school days will be missed?

Three school days will be missed (Thursday, Friday and Monday).

10. How will teachers be advised in advance that the students will be out of school?

Teachers will be provided a list of participants via email, MS office / attendance notified.

C. School Work

1. How will missed work be made up?

Students will gather their assignments prior to departure and will be responsible for completing the necessary assignments.

2. What special assistance will be provided to students with academic problems?

Students with academic problems will not be participating.

D. Itinerary

1. What is the destination?

Washington, D.C.

2. What will be the mode of transportation? What liability insurance does the carrier have?

The group will ride a motorcoach to Detroit. Then fly from Detroit to Baltimore, MD (then coach to Washington, D.C) World Strides Tours provides insurance coverage for accident, illness, and accident-related dental insurance coverage. World Strides Tours maintains a comprehensive liability policy and requires all participating enterprises (bus and airline) to maintain insurance coverage.

3. Where will the group be housed and fed?

Flight and hotel information is provided by World Strides Tours 2-3 weeks prior to departure. Meals are scheduled at various locations included in the itinerary.

4. What enroute or supplementary activities are planned?

Several regularly scheduled meetings with participants and parents leading up to the trip in preparation for the trip and itinerary.

5. What arrangements have been made for dealing with emergency situations?

World Strides Tours provides and arranges needed emergency care. Mrs.. Hopkins will carry student emergency medical authorization information at all times. An alternate itinerary will be carried out if need be due to unforeseen circumstances during the trip. Also, additional Health and Safety regulations have been put into place due to COVID 19.

6. If tour guides are involved, what liability insurance do they carry?

All guides are employees of World Strides Tours. See #2 above.

E. Finances

1. What is the estimated total cost per student?

The cost is approx \$1700 per student (approximate.) Travel insurance can also be purchased for \$160.00.

2. What is the source of funds?

Participants are responsible for their own costs.

3. How will the funds be collected and safeguarded?

Funds are sent directly to World Strides Tours by parents.

4. How will any shortfall be made up or excess funds used?

N/A

5. What provision has been made for students who are financially unable to pay any necessary costs?

In some years, Sault Middle School will sponsor a student who is financially unable to participate. This year, one scholarship of \$250 was awarded

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Communications with parents will be through regularly scheduled meetings in the months prior to the trip in which parents and participants are presented with detailed information regarding the trip. Communication with parents during the trip will be on an "as needed" basis. Mrs. Hopkins created a facebook page to post pictures and keep parents informed of our trip. Students will be allowed to carry cell phones. A "remind 101" account has been created to send texts to students' cell phones during the trip as needed.

2. List telephone numbers at destination and where the group will be housed.

World Strides Tours (800) 468-5899 Hotel accommodations will be confirmed 2-3 weeks prior to departure.

3. What information will be provided to the media and the community?

Tour information will be provided to the middle school and building newsletters. After completion of the trip, information and pictures will be shared with the media.

Heather Hopkins

4/1/23

Signature of the Requestor

Date

Approved

Principal

Date

Board of Education

Date