

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: **Camp Ernst Middle School** Grade(s): **7/8 Class/Activity Group/Team:** **7th & 8th Grade**
 Teacher/Sponsor/Coach: **Phillip Jordan** Cell Phone Number: **513-417-5644**
 Person trained with current medication administration training CPR/FA/AED credential **CPR/FA/AED**

Destination Venue, Location and State **Washington DC**

Trip Location Contact Person: **Briitni Cosgrove** Phone Number: **800-839-6424**

Teachers: **6** # Students: **100** # Chaperones: **14** Adult/Student Ratio: **1:5**

<p style="text-align: center;">Date(s) & Times</p> Departure Date: 3/19/25 Time: 5 AM Return Date: 3/21/25 Time: 11:45PM	<p style="text-align: center;">Cost</p> Total Cost: \$87,500APP Funding Source: Participant Fee to be assessed to students: \$ 875/each <i>Attach Student Activity Cost Form 09.15 AP.23</i>	<p style="text-align: center;">Transportation</p> <input type="checkbox"/> District Bus/Van <input checked="" type="checkbox"/> Charter Bus: Approved Bid – Company Name <input type="checkbox"/> Other: <i>Attach a copy of Charter Bus Contract.</i>
Meals	At school prior to departure <input type="checkbox"/> Student Packed <input type="checkbox"/> Location where packed lunches will be consumed: _____ School Cafeteria Packed <input type="checkbox"/>	
	Student Purchase Restaurant <input type="checkbox"/> (Name and location of each stop)	Name & Location: See attachment Name & Location:
Over Night	Date: 3/19-3/20 Date:	Lodging: Hampton Inn Manassas Lodging:

Trip Purpose and Core Content/learning targets: **To provide an immersive educational experience that enhances their understanding of American history, government, and culture.**

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: none

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: **Phillip Jordan**

School Nurse Initials: DD for verification that medications administrator listed above received training.

Due Date: 3/12/25 to turn in Roster and completed Parent Permission Slips for nurse's final review.

The following items have been completed or are in process. **(Teacher/Sponsor/Coach must initial below)**

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
- PH I have attached an anticipated Trip Itinerary
- PH I have evaluated the trip site for potential hazards/special requirements
- PH I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
- PH Funds have been secured for indigent students
- PH If needed, background checks for chaperone approval have been initiated
- PH Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Phillip Jordan Date: 8-14-24

School-Related Student Trip Request Form

**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR
ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS**

Destination/Venue: Camp Ernst MS Washington DC Adventure

Venue Address: 7295 Williamson Blvd, Manassas, VA 20109

Person or email contacted at venue to discuss EAP _____

Position/Title of person contacted: Front Office

Date (s) of contact: 8/14/24

Is there an Automatic External Defibrillator (AED) on site yes NO? Is it regularly maintained? yes no? If yes, where is it located? _____

Does venue have an emergency response team (ERT) yes no?

Process to request AED and/or ERT if needed at the scene _____

Will a portable AED be taken from school on this trip yes no? If yes, who will be responsible for oversight and location of AED? Phillip Jordan

Is any other assigned emergency equipment available on field trip? yes no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - Call 911 using cell phone or other means of communication.
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
 - Retrieve and use the nearest AED.
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

○ **APPROVAL SIGNATURES REQUIRED**

○ **CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES**

○ Principal: Stephanie A. Hargett Date: 8/15/24

○ Required for all trips

○ Superintendent/Designee: _____ Date: _____

○ Overnight Trips

○ Board of Education: _____ Meeting Date: _____

○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

○ Travel outside the Tri-State area of KY, OH, IN

○ Common Carrier contract including cost

○ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____



Camp Ernst MS Washington DC Adventure 2025

REGISTER HERE



TRIP HIGHLIGHTS

- 1 Explore Arlington National Cemetery and see the Changing of the Guard
- 2 Visit the Smithsonian Institution Museums- Natural History & American History
- 3 Tour the United States Capitol, Library of Congress and Supreme Court
- 4 Tour the African American Museum of History & Culture along with the US Holocaust Museum
- 5 Make memories with your classmates that will last a life time

Camp Ernst Middle School

Travel Dates: 3/19/2025 - 3/21/2025

Regular Price: \$875

Early Registration Price: \$850 (until 6/30/2024)

Deposit Deadline: 9/30/2024

Trip Leader: Phillip Jordan

Visit www.grandclassroom.com

Find My Trip/Register >
Camp Ernst Middle School



Questions? Please contact the trip leader at phillip.jordan@boone.kyschools.us or call Grand Classroom at 434-975-2629. Find more info at grandclassroom.com

Trip Itinerary

Wednesday, March 19	Thursday, March 20	Friday, March 21
<p>4:30 AM Students arrive at the Camp Ernst Middle School and meet your trip leaders</p> <p>4:30 AM Motor coaches arrive at school; load luggage</p> <p>6515 Camp Ernst Rd. Burlington, KY 41005</p> <p>5:00 AM Depart for Washington, D.C.</p> <p>Lunch allotment en route</p> <p>Meet relief driver</p> <p>3:00 PM Meet Grand Classroom tour guide at the Smithsonian Castle</p> <p>3:30 PM Choice of Smithsonian Institution Museums:</p> <p>Natural History Museum</p> <p>American History Museum</p> <p>5:30 PM Dinner at Chevy's Mexican</p> <p>7:00 PM Evening tour of monuments, including:</p> <p>Lincoln, Vietnam, and Korean War Memorials</p> <p>9:00 PM Check into hotel</p> <p>Hampton Inn Manassas</p> <p>Evening security</p>	<p>7:00 AM Hotel breakfast</p> <p>8:00 AM Depart for Arlington National Cemetery</p> <p>9:00 AM Arlington National Cemetery</p> <p>Tomb of the Unknown Soldier and Changing of the Guard</p> <p>Space Shuttle Challenger Memorial and Kennedy Gravesites</p> <p>Iwo Jima Memorial</p> <p>11:30 AM Lunch at Pentagon City Mall</p> <p>1:00 PM National Archives</p> <p>2:30 PM African American Museum of History and Culture</p> <p>6:00 PM Dinner at We, The Pizza</p> <p>7:30 PM Visit the National Harbor and Ride the Capital Wheel</p> <p>9:30 PM Return to hotel</p> <p>Hampton Inn Manassas</p> <p>Evening security</p>	<p>Hampton Inn Manassas</p> <p>7:00 AM Hotel breakfast</p> <p>8:00 AM Check out of hotel and load luggage on to the bus</p> <p>White House picture stop</p> <p>See the Supreme Court</p> <p>10:00 AM United States Holocaust Museum</p> <p>12:30 PM Lunch at the Capitol Cafe</p> <p>1:30 PM Tour the United States Capitol</p> <p>3:00 PM Library of Congress</p> <p>Say goodbye to your Grand Classroom guide!</p> <p>5:00 PM Depart for home</p> <p>6515 Camp Ernst Rd. Burlington, KY 41005</p> <p>Dinner en route 12:00</p> <p>3:00 AM Arrive at school</p> <p>Thank you for traveling with Grand Classroom!</p> <p>Meet relief driver</p>