

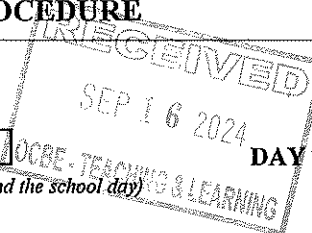
OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

OVERNIGHT

EXTENDED DAY
(Same day but extends beyond the school day)

DAY TRIP ONLY



School: NOMS

Employee(s) In Charge: Jaime Reynolds

Group: Club Atlas

Destination: Washington DC

Date(s) of Trip: 04/30/25 - 5/2/25 Time of Departure: 7:00am Time of Return: 11:59pm

Approximate Mileage (one way): 600 *

Approximate Number of Students: 100

Number of Chaperones/Adults: 10

TOTAL TRANSPORTED: 110 *

Number of Buses: N/A

**(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)*

**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Parent drop off/pick up - Airplane

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

**All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$	_____
Admissions	\$	_____
Other	\$	_____
Total Charges	\$	1,674.00

Number of Instructional Days Lost: 3

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

The goal of Club Atlas is to learn how different cultures and groups of people live their life to better appreciate the similarities and differences of people around us. Through the experience of travel, students will gain exposure to the problems and perks of other lifestyles to help students see their world in a different way.

Requested by: Jaime Reynolds

Date: 09/11/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 9/11/24

Approved/Disapproved: [Signature], Level Director Date: 9/16/24

Approved/Disapproved: _____, Superintendent Date: _____

**Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.*

**ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.*

*Upon approval, the school will receive an approved form from the Superintendent. **

RELATED PROCEDURES:

09.36 (all procedures)

Application for Use of Common Carrier

This application is to be completed only when transportation of students will be other than by school bus.

702 KAR 005:060 - Section 6: Item (2)

School districts may, in their reasonable discretion and with due regard to the safety and required supervision of the school children to be transported, utilize appropriately certificated common carriers, in regular or charter service, to transport school children to or from school-related events, as long as the vehicles so utilized are not significantly used as school buses. Such use of common carrier service, in lieu of qualifying school buses, shall be on a case-by-case basis, and the reasons believed by the board to justify such shall be cited in the board minutes. (SBE 24.225; 1 Ky.R. 1052; eff. 6-11-1975; 9 Ky.R. 1309; eff. 7-6-1983; 12 Ky.R. 1634; eff. 5-6-1986; 17 Ky.R. 436; eff. 10-14-1990; Crt eff. 11-16-2018.)

School: NOMS Date: 9/11/24

Employee(s) In Charge: Jaime Reynolds Group: Club Atlas

Date of Trip: 04/30 - 05/02 Destination: Washington D.C.

Main Mode of Travel: Airplane - Selected by Worldstrides

Name of Major Carrier: TBD (90 days prior to departure) Phone: _____

Address: _____

Method of transportation to the departure point: Parent drop off / pick up

Type of transportation upon destination arrival:

Company name: Worldstrides Phone: (855) 668-7237

Contact person if available: Kate Whelan

Why have you selected these transportation methods? We worked with Worldstrides last year for our trip.

The company is well known and has very good customer service.


Principal

Jaime Reynolds

Teacher or Sponsor

(Attach a regular Field Trip Request Form (09.36 AP.21) and the Common Carrier Insurance Certificate for Board approval.)

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:5/20/2024

WASHINGTON, D.C.

North Oldham
Middle School

YOUR DAY-BY-DAY ADVENTURE

DAY 1

Arrive in Washington, D.C.

Washington Monument The world's tallest stone monument, which honors our nation's first president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Lunch

Holocaust Museum (by appointment) The museum provides documentation, study, and interpretation of Holocaust history.

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

US Marine Corp War Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Dinner

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Capitol Hill Grounds Tour (by appointment) Capitol Visitor Center: Supreme Court, Library of Congress

Group Photo – A photo of the entire group in front of the US Capitol

White House (picture stop) Home of the U.S. president

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

Spirit Moonlight Cruise - Enjoy dinner and dancing while cruising the Potomac River

DAY 3

Breakfast

Hotel check-out

Ford's Theatre and Petersen House (by appointment) Where President Lincoln was shot and later died on that fateful day

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Spy Museum – It holds the largest collection of international espionage artifact on public display

Smithsonian Institution The world's largest museum complex: National Air and Space Museum, National Museum of Natural History, Smithsonian American Art Museum / National Portrait Gallery, National Museum of American History

Dinner

Depart Washington, D.C., for home

The above represents a sample itinerary. Changes or substitutions may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable.

**AN ALL-
INCLUSIVE
EXPERIENCE**



**ROUND TRIP
TRANSPORTATION**



**ADMISSIONS & FEES FOR
SCHEDULED ACTIVITIES**



**HOTEL
ACCOMMODATIONS**



**EXPERTLY TRAINED
COURSE LEADERS**



**THREE MEALS DAY
(UNLESS OTHERWISE STATED)**



**24-HOUR
EMERGENCY SUPPORT**



**TRANSPORTATION TO /
FROM ALL ACTIVITIES**



ACADEMIC CREDIT

Safety, Security, & Peace of Mind

24/7 WorldAssist Team

WorldAssist is a WorldStrides staffed team that can be reached 24 hours a day, 7 days a week. Should your group require an extended stay due to an airline problem or weather-related issue, WorldAssist will make arrangements to accommodate your group (hotel, meals, re-booking airline seats, and providing additional bus usage) at no additional charge to you or your students.

Extensive Emergency Manual

We have developed an extensive emergency manual that details how we deal with all types of emergency situations, and all of our on-site staff members have been trained to carry out these plans. Set procedures, checklists, and immediate access to emergency phone numbers results in faster and more accurate responses, which is critical when dealing with emergencies.



Night Chaperones

Our Night Chaperones (evening security) are given extensive training on how to supervise student groups. We also complete criminal background checks on all new applicants before they begin work. Night Chaperones are available on all East Coast, West Coast, Illinois History, and Florida programs. High-quality Night Chaperones are an integral part of our safety net and allow you to get the rest you need while on tour.



On-Site Coordinators

On-Site Coordinators stay with your group at each hotel on East Coast, West Coast, and Illinois History programs. These individuals will assist with hotel check-in and check-out, be available to answer questions and make necessary adjustments to individual group itineraries and assist with any emergency that may arise.

WorldStrides will have additional staff members who will meet your group upon arrival to the East Coast, as well as when the group departs for home. This helps ensure that all facets of airport arrival and departure run smoothly.

Liability Insurance

We maintain an industry-leading multi-million-dollar level of liability coverage. Our insurance automatically covers teachers, chaperones, and the school. WorldStrides' insurance is truly geared to protect you. Additionally, accident, illness, and accident-related dental insurance coverage are provided for WorldStrides program participants. Limits per single occurrence are \$7,500 for accident, \$1,500 for illness, and \$750 for accident-related dental.

United States Tour Operators Association (USTOA)

As an active member of USTOA, WorldStrides is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of WorldStrides customers in the unlikely event of WorldStrides' bankruptcy, insolvency, or cessation of business. This \$1 million policy may be sufficient to provide only a partial recovery of the advance payments received by WorldStrides. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by e-mail to information@ustoa.com or by visiting their website at ustoa.com.

Full Refund Program

WorldStrides offers an additional level of protection to families called our Full Refund Program (FRP). This optional add on protects the investments of your students and their families should they, the Program Leader or the school administration have to cancel the trip after the 24-hour grace period.

- **What's Covered:** The Full Refund Program provides a full refund of all monies paid to WorldStrides, minus the cost of the FRP and any other non-refundable fees, if the participant has to cancel for any reason up to 1 day or more before the trip departure date.
- **FRP Cost:** The cost of FRP is based on a sliding scale according to your base trip price. The amount will be calculated and shown to all participants at time of registration.
- **Job-loss Protection:** Parents must purchase FRP at time of registration in order to receive this additional protection. This program protects against the loss of employment by providing a refund, including the FRP fee, for participants who much cancel and who provide required supporting documentation at least 75 days before departure date.

10/14 Board Meeting Approval

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: South Oldham Middle School

Employee(s) In Charge: Micheal Laswell Group: Atlas Club

Destination: Washington DC

Date(s) of Trip: 04/27/2025 - 04/29/2025 Time of Departure: 6AM Time of Return: 11PM

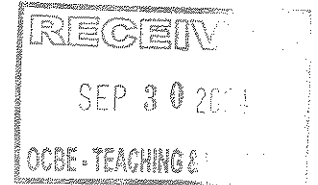
Approximate Mileage (one way): 600 *

Approximate Number of Students: 100

Number of Chaperones/Adults: 10

TOTAL TRANSPORTED: 110 *

Number of Buses: 0



*(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Airline

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$	<u>1350</u>
Admissions	\$	<u> </u>
Other	\$	<u> </u>
Total Charges	\$	<u>1350</u>

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
This trip will grow our students knowledge of American culture and history. Students will get to learn and experience the content that is tied to their social studies class in our nations capitol.

Requested by: Micheal Laswell Date: 09/26/2024

APPROVAL/DISAPPROVAL

Approved/Disapproved: Vincha Witalak, Principal Date: 9-26-24
 Approved/Disapproved: [Signature], Level Director Date: 9-30-24
 Approved/Disapproved: _____, Superintendent Date: _____

*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. *

RELATED PROCEDURES:

09.36 (all procedures)

Application for Use of Common Carrier

This application is to be completed only when transportation of students will be other than by school bus.

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School: South Oldham Middle Date: 8/30/24
Employee(s) In Charge: Micheal Laswell Group: Atlas Club
Date of Trip: 4/29/25 - 5/1/25 Destination: Washington DC
Main Mode of Travel: Airline
Name of Major Carrier: School Tours of America Phone: _____
Address: _____

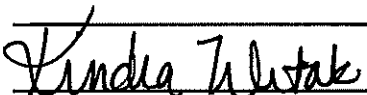
Method of transportation to the departure point: Parent Drop Off

Type of transportation upon destination arrival:

Company name: School Tours of America Phone: _____

Contact person if available: _____

Why have you selected these transportation methods? They specialize in creating tours for schools and groups of this size. They also specialize in creating the greatest learning opportunity for students.


Principal

Teacher or Sponsor

(Attach a regular Field Trip Request Form (09.36 AP.21) and the Common Carrier Insurance Certificate for Board approval.)

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised:5/20/2024



Pricing & Deadlines

Trip Price based on 40 Paying Participants:

- 3/2 Air Quad Occupancy - \$1579.00
- Student Deluxe Travel Insure Group Protection Plan with CFAR - \$124.50

Payment Schedule:

- Parent Night - August 29, 2024
- \$150.00 Registration Fee Due - 30 Days After Parent Night
- Opt-In to EZPay Program - Up to 8 equal installments from September 2024 to March 2025.

Signatures below indicate that South Oldham Middle School has chosen NationsClassroom as their tour provider for their Spring 2025 tour. By signing below, NationsClassroom will immediately confirm time sensitive logistics and attractions.

We look forward to partnering with you!

Tour Leader

Micheal Laswell

NationsClassroom Representative

Margot Frederick

****This proposal is valid until 8/13/2024****

This proposal was carefully crafted for North Oldham Middle School. Please call me at 956-369-1606 or email me at margot@nationsclassroom.com

School Tours Of America Tour Program For

South Oldham Middle School Washington DC Tour

Offer valid thru 12/31/2024

I'm here to help.



Michele Dienna
Tour Specialist
Phone: 713.898.2627
Michele@Sta-mail.com
SchoolToursOfAmerica.com

Dear Micheal,

Thank you for your interest in School Tours of America and for the opportunity to present this custom tour program. Please contact me with any questions.

3 DAYS & 2 NIGHTS IN WASHINGTON, DC

Travel Dates: April 27-29, 2025

This discounted price is based on 35 full-paying travelers (4/room)

Registration deposit: \$99 which is applied to the trip price

Student (4 per room)	Adult (2 per room)
\$1,350	\$1,530

1 Chaperone travels FREE for every 10 full-paying participants

Air Transportation: Round-trip from SDF	INCLUDED
Meals: All meals except en-route	INCLUDED
Hotel: 2 nights at Full-service property	INCLUDED
All-admission fees and sightseeing	INCLUDED

STA EXCLUSIVES:

- TripCARE-** a travel solution to keep participants safe, healthy, and ready to tour!
- Payment Protection Program-** Travelers can cancel & get a FULL refund (Minus PPP cost)
- MyTourFund.com-** FREE fundraising tool provided to all travelers
- MyTour Portal-** Intuitive, online dashboard to manage your trip
- Personal Tour Coordinator-** Experienced insider who crafts your perfect trip
- On-site Tour Staff-** STA representatives at your hotel, on-call 24 hours a day for you
- Flexible Accounting-** Convenient payment plans and NO LATE FEES!

YOUR CUSTOM FEATURES

Mount Vernon	Lincoln Memorial
Smithsonian Complex	Washington Monument
American History	MLK Memorial
Natural History	Jefferson Memorial
Air and Space Museum	FDR Memorial
White House Picture Stop	Iwo Jima Memorial
Capitol Hill	Viet Nam Veterans Memorial
Arlington Ntl Cemetery	Korean Memorial
WW II Museum	

Darlene Archer

9/26/24

Darlene Archer: Director of Sales

Date

Micheal Laswell

Date

WHAT'S INCLUDED:

Close-in hotel

Trip Concierge

Transportation

Licensed Guides

Admissions

Insurance

Private Security

Drawstring Bag



