

Field Trip Planning Form

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

School: Conner Middle Grade(s): 8 Class/Activity Group/Team: Optional Wash. DC Trip
 Teacher/Sponsor/Coach: Shannon Back Cell Phone Number: 859 653 1276
 Person trained with current medication administration training CPR/FA/AED credential: Shannon Back

Destination Venue, Location and State: Washington D.C. - World Strides

Trip Location Contact Person: Emily Dickerson Phone Number: 800-482-1605
w/ World Strides

Teachers: 2 # Students: 75 # Chaperone: 25 Adult/Student Ratio: 3/1

| Date(s) & Times | | Cost | | Transportation | |
|-----------------|------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| Departure Date: | <u>3/26/26</u> | Total Cost: | \$ <u>1299.00</u> | <input type="checkbox"/> District Bus/Van | |
| Time: | <u>6:00</u> AM/PM | Funding Source: | <u>n/a</u> | <input checked="" type="checkbox"/> Charter Bus: | <u>World Strides</u> |
| Return Date: | <u>3/29/26</u> | Fee to be assessed to students: | | Approved Bid - Company Name | <u>World Strides</u> |
| Time: | <u>10:00</u> AM/PM | \$ | | <input type="checkbox"/> Other: | |
| | | Attach Student Activity Cost Form 09.15 AP.23 | | Attach a copy of Charter Bus Contract. | |
| | | <u>World Strides collects</u> | | | |
| 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: | | |
| Over Night | Date: <u>3/26, 3/27, + 3/28</u> | | Lodging: | | |
| | Date: | | Lodging: | | |
| | | | <u>TBA - World Strides organizes all bus/ food/ lodging/ tickets to places</u> | | |

Trip Purpose and Core Content/learning targets: Optional 8th grade Trip to DC to see memorials + museums + exhibits.

Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

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: Shannon Back + Brooke Smiley

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

Due Date: Feb. 15, 2026 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
SB I have attached an anticipated Trip Itinerary
SB I have evaluated the trip site for potential hazards/special requirements
SB 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.
N/A Funds have been secured for indigent students optional Field trip
SB If needed, background checks for chaperone approval have been initiated
SB 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: Shannon Back Date: 2/3/25

School-Related Student Trip Request Form**EVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)**

FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUSDestination/Venue Washington D.C. 8th grade Optional TripVenue Address Washington DCPerson or email contacted at venue to discuss EAP Shannon BackPosition/Title of person contacted 8th grade teacherDate (s) of contact 3/26/26 - 3/29/26Is 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 All Museums/memorials/
exhibits have AEDS / 1 Portable on Bus 1Will a portable AED be taken from school on this trip ☒ yes ☐ no? If yes, who will be responsible for oversight and location of AED? Shannon BackIs 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: [Signature] Date: 2/6/25○ ☐ 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: _____

○ All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.



WorldStrides®

Educational Travel & Experiences

Educator Confirmation

Confirmation Date: February 3, 2025

Program Leader: Shannon Back

PL ID#: 101432612

School: Conner Middle School
Hebron, KY 41048-9642

Program: 222008

Trip#: 3 Days and 3 Nights

Program: Washington D.C.

Destination(s): Thursday, March 26, 2026 AM

Departing: Sunday, March 29, 2026 PM

Returning: BUS

Airport: **Terms**

Deposit Amount: \$49 (\$49 of which is non-refundable)

Price: \$1299 per student quad occupancy, based on 35 full-paying participants.
(Price includes the \$49 deposit noted above)

Additional Charges for Adults. Adults (including Program Leaders, chaperones, and discount participants) are automatically registered two to a room unless stated otherwise on the registration letter. WorldStrides charges an adult room supplement if adults cannot be accommodated in a double room because of group configuration, lack of additional adults to room with, and/or hotel availability. Please make sure your full-paying adults are aware of the prices below.

Full Paying Adults: \$1,299 Quad Room
\$1,429 Triple Room
\$1,494 Double Room
\$1,689 Single Room

Includes: Educational activities, round-trip transportation, accommodations, deluxe motor coach, meals and admissions

The above inclusions are subject to changes WorldStrides deems advisable for the well-being of the group or changes in circumstances.

Full Refund Program*: \$185; offered to all registrants; provides a refund of all monies paid if it becomes necessary to cancel at any time prior to departure for any reason, subject to certain exclusions.
*Please note: The handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, or late payments and registration fees are not refundable.

Standard Cancellation Policy: For individuals/groups not enrolled in the Full Refund Program, WorldStrides will retain a percentage of the base tour price. The amount retained is based on the post-mark date of the cancellation letter and the number of days to trip departure:
Over 74 days 25%
45-74 days 50%
44 or less 100%

Late Registrations: Greater of 10% of base tour price or \$30 for registrations received after January 10, 2026.

Late Payment: \$60 late payment fee if not paid in full by the final payment deadline.

Returned Check Fee: \$35 fee for each returned check, declined credit card, or e-check.

Handling Fee: \$6 for each installment.

Late Installment Payment Fee: There will be a \$15 late payment fee for any late installment payment

Changes in Travel Dates: All monies minus fees will be refunded if WorldStrides changes scheduled program by 3 days or more.

Free Chaperone: One for each 25 full-paying participants.

Schedule

Registration Due: February 20, 2025

Payments: Monthly installments based on registration date or pay-in-full option. Registrants can sign up for EZPay to have regular payments automatically deducted from their checking account established through a US banking institution. There are no handling fees charged for trip installments when paying through the EZPay option. For single payments or final installments, we offer payment via Electronic Check (e-check) after registering.

Final Payment Deadline: January 10, 2026

Staff

Account Manager: Emily Dickerson

Financial Services Representative: Brenda Roadcap

Account Support Representative: TaQuan Pace

In the event of any discrepancy between this Educator Confirmation and the Registration Letter and Brochure, the Registration Letter and Brochure shall control. Please review this carefully and contact us if you have any questions.

worldstrides.com

Conner Middle School's 2026 Washington, D.C. Trip

Hi, this is Shannon Back, and I'm excited to announce that I will be leading a group of Conner Middle School students on a WorldStrides program to Washington, D.C. On this once-in-a-lifetime adventure, students will explore our nation's most important historical sites and experience incomparable learning moments. This will be a trip that your child will be talking about for years to come! See below for important information about our program and email me at shannon.back@boone.kyschools.us if you have questions!

REGISTER BY PHONE: 800-468-5899

REGISTER NOW

Dates: 03/26/2026 to 03/29/2026

Price:

\$1299 Per Student - Quad Occupancy

Price includes a \$75 discount when signing up by February 20, 2025 with an initial deposit of only \$49!

Pricing based on 35 students signing up for our trip.

Add on the Full Refund Program for only \$185. See below for details.

Trip ID#: 2220008

Tools to Help Pay for the Trip

Financial Assistance

- Over \$2.5 million in financial assistance is given out each year
- Families with annual adjusted gross incomes of up to \$85,000 may qualify
- One simple call to WorldStrides Customer Service (800-468-5899) can tell you how much assistance may be available even before registering for the trip. (*FLAG Financial Assistance is available on a first-come, first-served basis.*)

Gift of Education Fundraiser

- Student driven fundraiser where 100% of the money raised goes to offset the trip price
- Students send e-cards, letters, or share links on social media, and family and friends, in one simple click, can make a direct donation
- Thousands of students pay for their entire trip each year through the Gift of Education

Affordable Payment Plans

- Pay a small initial deposit to sign up for the trip
- The remaining balance is spread out into small amounts and paid monthly prior to travel
- Set up auto-deductions from your account saving you time and money

Our Trip Highlights

Here's a sample list of some of the many attractions and activities the students will see and do on this trip. This trip is going to be so much fun and the students are going to learn so much!

Capitol Hill

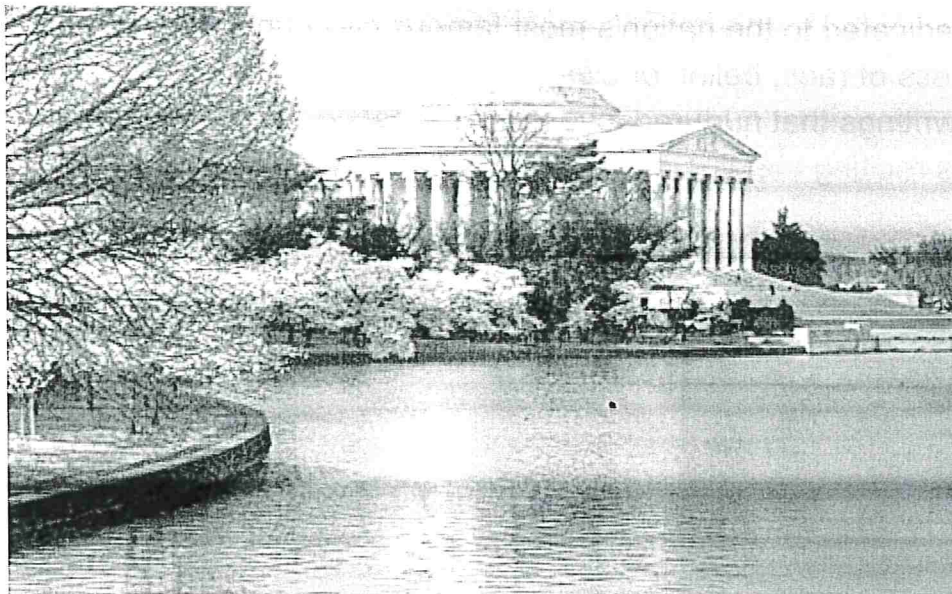
Students will walk in the footsteps of our nation's leaders as they explore Capitol Hill. Tour the underground tunnels to see where lawmakers meet, take in the miles of books



Jefferson Memorial

Read some of Jefferson's famous writings and gain a new respect for his foresight he had while writing the Declaration of Independence. Discuss how this first Secretary of State impacted the way America developed as a nation.

Read more about the Jefferson Memorial...



Lincoln Memorial

The Health and Safety of our Travelers is our #1 Priority

WorldStrides has been tackling the unprecedented for the last 55 years and our experienced team is leading the way, constantly evolving to meet the ever-changing health & safety requirements that are imperative for student travel. Even with this changing landscape, the values that underpin our commitment to health and safety remain unchanged: a dedication to scenario and contingency planning that relies on a rich network of partners and a “do-what-it-takes” commitment to respond to whatever the world hands out. Below are just a few of the measures and resources we have in place:

- Expertly trained **Course Leaders** to guide your group. Course Leaders are destination experts and will help bring learning to life for your students while navigating them through your itinerary.
- **Around the Clock Program Support:** WorldStrides has staff members who are with your group at all times. Exact safety measures vary by destination but could range from a staff member at your hotel to assist with any needs that may arise to night chaperones that watch the hallways while students are sleeping. In some destinations, we provide 24-hour Course Leaders. That’s all in addition to the support of Doctors on Call and WorldAssist.
- **Doctors on Call:** our exclusive partnership with the Department of Emergency Medicine at The George Washington University
- **WorldAssist:** our 24/7 safety and security command center staffed by WorldStrides team members who are specially trained to handle any situation – no matter how big or small.
- **WorldStrides Name Badges:** provided to all students and printed with the WorldAssist phone number providing direct access to students should the need arise.

Exact safety and security measures vary by destination. Please refer to your program specific materials for more details.