

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): 8th Class/Activity Group/Team: Optional Wash. DC Trip
 Teacher/Sponsor/Coach: Shannon Back + Tai Faulkner 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 StridesTrip Location Contact Person: Emily Dickerson Phone Number: 800-482-1605

(estimated) # Teachers: 4 # Students: 75 # Chaperones: 25 Adult/Student Ratio: 3/1

Date(s) & Times Departure Date: <u>3/18/27</u> Time: <u>5:00</u> <u>AM</u> / <u>PM</u> Return Date: <u>3/21/27</u> Time: <u>11:00</u> <u>AM</u> / <u>PM</u>		Cost Total Cost: \$ <u>1359.00</u> Funding Source: <u>n/a</u> Fee to be assessed to students: \$ <u>1359.00</u> Attach Student Activity Cost Form 09.15 <u>AP 23</u> <u>World Strides Collects \$</u>	Transportation ☐ District Bus/Van ☒ Charter Bus: <u>World Strides</u> Approved Bid - Company Name ☐ Other: _____ Attach a copy of Charter Bus Contract.
Meals	At school prior to departure ☐	Student Packed ☐	Location where packed lunches will be consumed: _____
	Student Purchase Restaurant ☐ (Name and location of each stop)	Name & Location: _____ Name & Location: _____	
Over Night	Date: <u>3/18, 3/19, 3/20</u>	Lodging: <u>TBA - World Strides organizes all bus/food/</u>	
	Date: _____	Lodging: <u>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: n/a

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 + Tai FaulknerSchool Nurse Initials: AE for verification that medications administrator listed above received training.Due Date: Feb. 16, 2027 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: 2/18/26

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 field tripVenue Address Washington D.C.Person or email contacted at venue to discuss EAP Shannon BackPosition/Title of person contacted 8th grade teacherDate (s) of contact 3/18-3/21 2027Is there an Automatic External Defibrillator (AED) on site? ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? All museums/exhibits/memorials have AEDDoes venue have an emergency response team (ERT) yes ☐ no?Process to request AED and/or ERT if needed at the scene 1 portable AED 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**

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

○ Principal: Jennifer Wood Date: 2/20/26○ ☒ Required for all trips○ Superintendent/Designee: James Detwiler Date: 8/13/26○ ☐ Overnight Trips○ Board of Education: _____ Meeting Date: 8/13/2026

○ 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.

Confirmation Date: February 18, 2026
Group
 Program Leader: Shannon Back
 PL ID#: 101432612
 School: Conner Middle School
 Hebron, KY 41048-9642
Program
 Trip#: 227419
 Program: 4 Days and 3 Nights
 Destination(s): Washington D.C.
 Departing: Thursday, March 18, 2027 AM
 Returning: Sunday, March 21, 2027 PM
 Airport: BUS
Terms
 Deposit Amount: \$49 (\$49 of which is non-refundable)
 Price: \$1359 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: \$1,359 Quad 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 2, 2027.
 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 24, 2026
 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 2, 2027
Staff
 Account Manager: Emily Dickerson
 Financial Services Representative: Brenda Roadcap
 Account Support Representative: Lily Palomo

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.

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

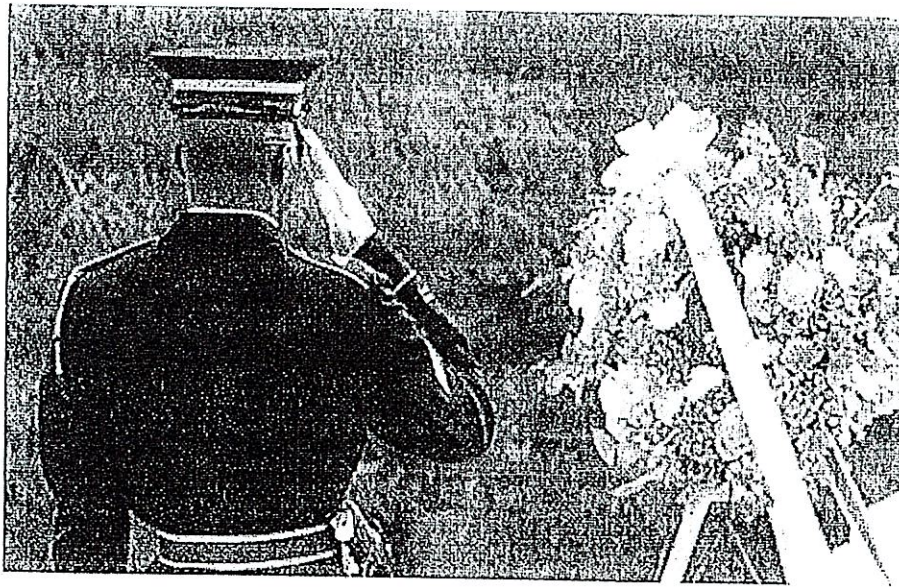
- Pay a small initial deposit to sign up for the trip
- The remaining balance is spread out into small amounts and paid monthly prior to travel
- Set up auto-deductions from your account saving you time and money

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

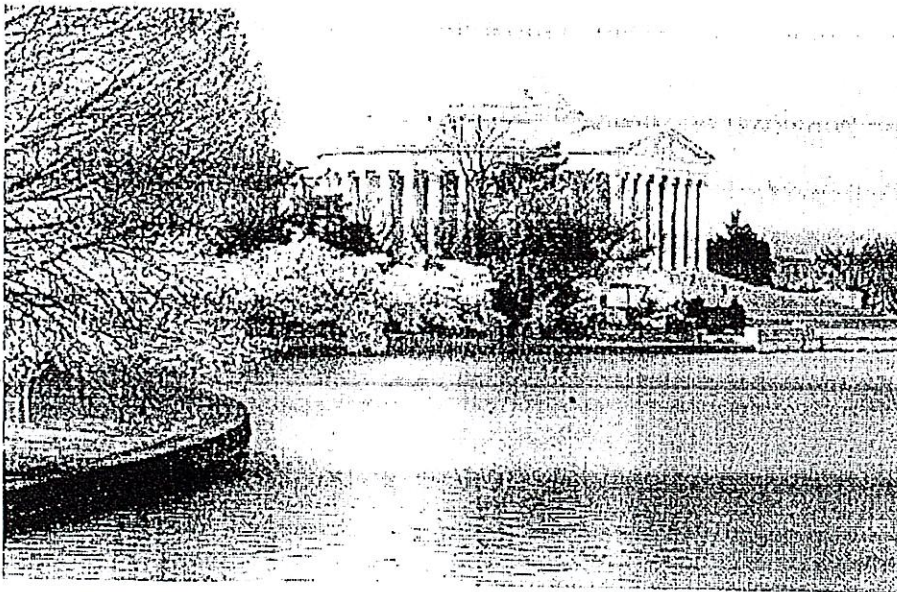
Students will walk in the footsteps of our nation's leaders as they explore Capitol Hill. Tour the underground tunnels to see where lawmakers meet, take in the miles of books



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.

School-Related Student Trip Parent Permission Form**STUDENT TIPS:**

- Be focused on education during classroom trips
- Be focused on the team during activity/athletic trips
- Listen to adults
- Stay with your assigned group
- Use sidewalks
- Walk on left facing traffic
- Obey signals and use crosswalks
- No valuables/electronic devices
- Make sure cell phones are turned off – same as in school
- Use good manners, follow all rules, and respect all
- Stay seated and quiet on buses/vans

CHAPERONE TIPS:

- Allow time to have required background check prior to the trip as all chaperones must be pre-approved to participate in school trips
- No siblings may participate
- Follow the provided agenda
- Always stay with your assigned group
- Maintain a head count of your student group getting off and on buses/vans
- Spread out among students
- Medical and other issues are confidential
- No smoking
- Report on time to arranged meeting places
- Monitor restroom visits
- Follow all rules of the site
- Supervise students
- Observe traffic signals and use crosswalks
- Monitor bus/van behavior
- Set cell phone to vibrate and limit cell phone use to emergency only
- Be aware of hazards
- Support teacher by supporting assignments that need to be completed
- Review and keep copy of Emergency Action Plan

Review/Revised: 11/09/23

Conner Middle School's 2027 Washington D.C. Trip

I will be leading a group of Conner Middle School students and chaperones 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 the program.

Email me at shannon.back@boone.kyschools.us if you have any questions.

Register by Phone- 1-800-468-5899 or go to www.worldstrides.com/register

Trip ID# 227419

Dates of Trip: 3/18/27-3/21/27

Price:

- \$1359 per student/adult- quad occupancy;
- You can add on the Full Refund Program for an additional \$185.

Example
of
Itinerary



WorldStrides

Educational Travel & Experiences

WorldAssist™ by WorldStrides

For 24/7/365 assistance call: 800-999-4542

Coach Information

Conner Middle School EDI
Trip ID: 222008 HD
Group Number: 39202-30-L
Shannon Back [38S+14A+2TC=54]
INBOUND
Crown Charter 03/26,27,28,29
Conf# 11416 (1/55 pax)
Main: (812) 577-0219
Emer: (859) 333-8128
Report to Conner Middle School
3300 Cougar Path
Hebron, KY
859-334-4410

Hotel Information

Crowne Plaza Dulles Airport 03/26,27,28
2200 CENTREVILLE ROAD
HERNDON, VA 20170
(703) 471-6700

Sightseeing Information

Course Leaders
WSG Lynne Wolak 03/26, 03/27, 03/28,
03/29
Total Count: 38S + 14A + 2TC = 54
PRT: 02/12/26

WorldStrides reserves the right to revise this itinerary due to unforeseen circumstances such as traffic, road closures, site closures, weather or any restrictions related to public health and safety matters. Your Course Leader will consult with the Program Leader and Bus Driver(s) on any changes.

In keeping with WorldStrides' commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations and giving drivers at least 9 hours off each night and a maximum of 14 hours on duty, not to exceed 10 hours of driving during any 24 hour period. This includes time for drivers to follow any necessary health and safety cleaning protocols.

REAL ID requirements go into effect May 7, 2025. Travelers 18 and older will need a REAL ID or valid passport to board flights or enter certain federal buildings.

Thursday, March 26, 2026

- Cherry Blossom Timing Advisory: Due to large crowds and vehicle/pedestrian traffic, Program Leader & Course Leader may adjust itinerary as necessary. Tidal Basin Memorials (MLK, FDR, Jefferson) will require extra time. (Festival runs 3/20-4/12)
- 5:00A Coach REPORT
- Bags on Bus
- 5:30A Coach DEPART for Washington D.C.
- \$20.00 Meal Allotment - (ALLOT)
- 3:00P MEET Course Leader at Old Post Office (Pennsylvania Avenue Side) 1100 Pennsylvania Ave, NW, Washington, DC 20004
- 3:00P Approximate ARRIVAL in DC
- Smithsonian Complex: 1-2 museums of choice, as time allows. (Operating days/hours subject to change. Course Leader to check Smithsonian website for operating hours/days)
- 5:30P Tupelo Honey Cafe - Arlington - Dinner ONLY - 1616 N Troy St, Arlington, VA 22201 - 828-301-8660
PRE-ORDER REQUIRED (Pre-Order Pending)
- Lincoln Memorial - Korean Memorial - Vietnam Memorial
- 9:00P Course Leader DISMISSED
- 9:45P Coach DROP group at hotel for check-in

Friday, March 27, 2026

- 7:00A Hotel Breakfast
- 7:45A Coach DEPART
- 9:00A MEET Course Leader at Arlington National Cemetery Visitor Center
- Arlington National Cemetery - Kennedy Gravesites - Tomb of the Unknown Soldier - Changing of the Guard - (guests 18 and older may be asked to provide a valid photo ID, please be prepared) - Please leave all bags on the coach to expedite security clearance
- Iwo Jima Marine Memorial
- 12:00P Reagan International Trade Center Food Court (MEAL VOUCHERS) - 1300 Pennsylvania Avenue, Washington, DC 20004 - 202-312-1300
- Important location instructions: Please enter on 14th Street (Ground Level). Management asks that groups please avoid congregating in the atrium. Please instruct students NOT TO SCAN tickets on-own as this will invalidate them. Mon-Fri 9a-4:30pm WorldStrides DC Field Office is open in this building and can provide extra vouchers or replace any that may be at issue or not able to be scanned: 202-886-0216
- 2:00P Air and Space Museum - 6th Street and Independence Avenue, SW - (54 ppl) Conf#-X9P-FKM-GN8M
- 3:00P Ford's Theatre - 511 10th Street NW, Washington, D.C. 20004 - (202) 347-4833 - Please Note: Tickets must be picked up at will call. Please provide Confirmation #: at the box office. - (40 ppl)
Conf#-1788065 PETERSEN, CENTER

Itinerary for Group 39202

- 3:30P Ford's Theatre - 511 10th Street NW, Washington, D.C. 20004 - (202) 347-4833 - Please Note: Tickets must be picked up at will call. Please provide Confirmation #: at the box office. - (14 ppl)
Conf#-1788065 PETERSEN, CENTER
- 5:30P  Madhatter (Taco Buffet) - 1319 Connecticut Avenue, Washington DC 20036 202-833-1495
- Martin Luther King, Jr Memorial - Franklin D. Roosevelt Memorial - Jefferson Memorial
- 8:30P  Course Leader DISMISSED
- 9:15P  Coach DROP at hotel

Saturday, March 28, 2026

- 12:15A  Capitol Cafe at Capitol Visitors Center - Group Leader: After passing through security, (allow 30 or 45 minutes depending on time of year) check your group in for their tour and proceed to the cafe without them. Provide your 5-digit invoice number to any of the cafe managers, give them the exact number needed (they will not charge us for any no shows) to retrieve your groups vouchers. When you're ready for lunch - please bring your group together to the Capitol Cafe, line them up at the entrance in 4 lines - one of the managers will meet your group at the door to explain our voucher process prior to going into the cafe. 40 minutes max please in Cafe - Address: First St. NE Washington, DC 20515 - Day of Contact: 202-593-1785 / Capitolcafe@aoc.gov - Conf#-22513
- 7:15A  Hotel Breakfast
- 8:00A  Coach DEPART
- 8:45A  MEET Course Leader at Old Post Office (Pennsylvania Avenue Side) 1100 Pennsylvania Ave, NW, Washington, DC 20004
White House (picture stop)
- 9:30A The People's House: A White House Experience - 1700 Pennsylvania Avenue NW, Washington, DC 20006 - (55 ppl) Conf#-R-156233
- 11:00A United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 15 passes (Confirmation #202601060831556) ; 15 passes (Confirmation #202601060833340)
- 11:10A United States Capitol Hill Appointment (PL arranged)
Please plan to arrive a minimum of 30 minutes in advance and present confirmation paperwork. 15 passes (Confirmation #202601060835011)
); 15 passes (Confirmation #202601060839049)
- 12:15P  Capitol Cafe at Capitol Visitors Center - Group Leader: After passing through security, (allow 30 or 45 minutes depending on time of year) check your group in for their tour and proceed to the cafe without them. Provide your 5-digit invoice number to any of the cafe managers, give them the exact number needed (they will not charge us for any no shows) to retrieve your groups vouchers. When you're ready for lunch - please bring your group together to the Capitol Cafe, line them up at the entrance in 4 lines - one of the managers will meet your group at the door to explain our voucher process prior to going into the cafe. 40 minutes max please in Cafe - Address: First St. NE Washington, DC 20515 - Day of Contact: 202-593-1785 / Capitolcafe@aoc.gov - Conf#-22600
- 1:30P The Holocaust Museum - 100 Raoul Wallenberg Place, SW - Washington, DC - (202) 488-0400 - Groups enter at 15th Street entrance - Please arrive 15 minutes early to clear security. - (55 ppl)
Conf#-439455334
Washington Monument (picture stop only)
World War II Memorial
- 5:30P  Primo Family Restaurant - 1636 Belleview Boulevard, Alexandria VA 22307 - 703-765-6891 - Dinner Menu - Buses: Please pull to the side of the restaurant and touch base with restaurant staff before unloading
- 7:00P Alexandria Colonial Ghost Tour - Alexandria, VA - (703) 399-4064 - Meet Guide at King and Fairfax St. at Market Square (301 King Street) - (54 ppl)
- 7:05P  Course Leader DISMISSED once group is settled on Ghost Tour
- 9:00P  Coach DROP at hotel

Sunday, March 29, 2026

- 7:15A  Hotel Breakfast
- Bags on Bus
- 8:00A  Coach DEPART
- 8:45A  MEET Course Leader at Huntington Avenue Metrorail, 3701 Huntington Avenue, Alexandria VA (Huntington Avenue side - Exit 176A on I-95 - Telegraph Road, FOLLOW the signs for Huntington Avenue)
- 9:00A  Coach DROP group at Mt. Vernon -- DISMISSED until 12:00pm
- 9:30A Mt. Vernon - Home of George Washington (Timed Mansion Tickets) with and Grounds Tour - You must be on time for this reservation and have your entire group in line to enter the mansion at your scheduled tour - groups may wait in line for up to 30 minutes to begin tour. Please check in at group

Itinerary for Group 39202

sales window immediately upon arrival and then proceed to visitor's center for security check.
Backpacks and Packages are not allowed. - (55 ppl) Conf#-6023094 Mansion Tour 10:05a

- | | | |
|--------|---|---|
| 12:05P |  | Course Leader DISMISSED once group departs for lunch |
| 12:15P |  | Wegmans Alexandria - Pre-Order Required no more than 7 days in advance - 7905 Hilltop Village Center Drive, Alexandria VA 22315 571-527-2423. - Quick stop to pick up ; Eat lunch on the road (Pre-Order Pending) |
| 1:00P |  | Coach DEPART for Conner Middle School |
| |  | \$20 Dinner Allotment |
| 11:00P | | Approximate ARRIVAL home |

Confidential and proprietary information of WorldStrides .

Itinerary View Copies: 1 Status:Approved