

MEMORANDUM

Stephen E. Cousins
Superintendent

Keena Tibbetts
Executive Assistant

TO: Board of Education

FROM: Stephen Cousins, Superintendent

DATE: January 25, 2013

SUBJECT: APPROVAL OF OUT-OF-STATE FIELD TRIP

Per Board Policy #2340-Field and Other District-Sponsored Trips, the Board is required to approve all out-of-state and out-of-country field trip requests. I am recommending that the following requests be approved by the Board of Education.

- TC East and West Middle School 8th Grade History students to travel to Washington, DC to tour our nation's capital and historic sites. The trip will take place April 23 – 26, 2013.

/klt



Traverse City Area Public Schools Student Field Trip Approval Request

Teacher: Mike Tester

School: Traverse City East and West Middle School

Class/Grade/Organization: History/8th Grade/East and West Middle School

Departure Date/Time: 4-23-13 / 3:00

Return Date/Time: 4-26-13 / 11:00

Destination: Washington DC

Number of school days students will be absent: 3 (three)

Trip Objective

Tour our nations capital and historic sites

75-100

Number of Students 5-7

Number of Staff 7-13

Number of Chaperones

Mode and carrier name of transportation: World Strides Travel (NW Airlines)

- If using commercial transportation, the certificate of liability insurance must be on file in the Business Office.
- 15-passenger vans will not be used as a mode of transportation for Pre-K-12 students.

Expenses

Estimated cost per student \$ 1300 Estimated cost to chaperones \$ 0

Source of funds Student Funded

Scholarships will be available to students who cannot afford the trip.

TCAPS will not be responsible for any shortfalls of field trip expenses.

This trip is in compliance with Board Policies

- #2340 Field & Other District Trips
- #8660 Transportation by Private Vehicle
- #8640 Transportation for Field & Other District Sponsored Trips
- #5341 Emergency Medical Authorization

- I acknowledge this trip may be cancelled at any time due to security issues.
- The trip itinerary may be changed at any time during the trip due to security issues.
- This will be communicated to parents and students by the trip manager from the onset of planning throughout the trip.

Trip Manager's Signature

Principal's Signature

Associate Superintendent's Signature