

Request for BOE Approval:

Trip to Washington, DC
March 27 – March 29, 2020

1. The educational purpose of the trip to Washington D.C. is to allow students an opportunity to see the center of our nation's government. The historical venues and sites include Mount Vernon, the National Mall, Arlington National Cemetery, the Smithsonian Museums, Washington Memorial, Lincoln Memorial, the World World II Memorial, Korean Memorial, and the Vietnam Veteran's Memorial.
2. The trip will begin at 6 AM on Friday, March 27th and will return on Sunday, March 29th, 2020 at approximately 9:00 PM.
3. I have included a copy of a tentative itinerary; the outdoor activities may be rearranged due to weather (switching an indoor museum visit with an outdoor visit if one day is rainy and the other dry).
4. The ideal number of students is typically 40-50 but the trip will be open to all students taking US History. If an additional bus is required that can be obtained. This could ultimately cause a substantial increase in the cost of the trip.
5. The trip will be open to district students - primarily 11th graders taking US History as it ties in with the US History Curriculum.
6. Cost to students will be \$345.00 (\$100 deposit at sign up and final \$220 due by Friday, February 8th). If the student's economic situation makes that figure a burden, some financial assistance is available. In the past, Catholic Charities and staff have helped pay for students to go. Again, if we need to hire a second bus this could cause a significant increase in cost.
7. James Cole will be the teacher in charge.

8. The travel agency is still Washington Educational Services Tours (WEST). Teachers receive a discount on travel costs and accommodations.
9. The number of adult chaperones will be 5 and will be adjusted accordingly if a second bus is added.
10. No additional cost for liability.
11. Students will provide a copy of medical insurance cards to be kept on file on the trip
12. There is typically no fundraising for this trip but if there is a substantial desire it can be made available.
13. See answer to #6
14. Funds will be reimbursed through WEST (Washington Educational Services Tours).
15. There will be no use of school equipment other than the parking lot for arrival and departure and the LGI for two pre-trip meetings.
16. The cost to school would be limited to the use of the photocopier and the hiring of substitute teachers. In the past we were able to consolidate the teachers' schedules so that fewer substitutes were needed than the number of chaperones going.
17. The head chaperones will monitor conditions in Washington to determine which museums, etc. might be closed off due to weather or national emergencies.

Additional Notes:

This is our 18th consecutive year for the trip and we follow the same basic itinerary but several things have changed over the past few years:

- We will ask the Rennselaer County Sheriff's Office to bring in their K-9 unit on Friday, March 27th at 5:30 AM to check bags.
- Three years ago we started having students drop their luggage the day before and chaperones have searched them and we will do this again this year but have asked the K-9 unit to help us by sniffing students & bags getting on bus.