



SCHOOL BOARD AGENDA ITEM RATIONALE

DATE OF BOARD ACTION: September 24, 2019

DISTRICT DEPARTMENT: Horace O'Bryant Middle school

DIRECTOR/SUPERVISOR'S SIGNATURE: *Christina McPherson*

SUBJECT: Washington DC and Williamsburg Va. Fieldtrip

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AGENDA ITEM TITLE: Approval of the field trip

BACKGROUND INFORMATION:

The trip will support the US History and Civics curriculum and bring the classroom learning experiences to life. The trip would leave Key West on Thursday, March 12, 2020 and return on Sunday, March 15, 2020. It is being organized in conjunction with WorldStrides, a student education travel organization with 50+ years of experience. We will fly to and travel to all of our locations via Tour bus, accompanied by several guides and facilitators. We will have WorldStrides staff with us 24/7. Families assume cost, extensive scholarship program and fundraising opportunities built in program for students and families.

ITEM BUDGETED:

☐ Yes ☐ No ☒ N/A

RECOMMENDATION:

Please approve the trip for 6th - 8th Grade HOB students.

REVIEWED BY ADMINISTRATION: Yes: ☐

REVIEWED BY ATTORNEY: Yes: ☐ N/A ☐

September 10, 2019

To the Members of The Monroe County School Board,

I am requesting that you allow me to travel with students to Washington DC and Williamsburg VA on an academic field trip. The trip will support the US History and Civics curriculum and bring the classroom learning experiences to life. The trip would leave Key West on Thursday, March 12, 2020 and return on Sunday, March 15, 2020.

I am organizing the trip in conjunction with WorldStrides, an student education travel organization with extensive experience. Our students will visit Washington DC, Williamsburg VA, The Smithsonian museums, The Capital, government centers, and more. A proposed itinerary is included in the material I have forwarded to the Board.

The trip is being offered to 6th, 7th, and 8th grade students at HOB. We will fly to Washington DC and travel to all of our locations via Tour bus, accompanied by several guides and facilitators. I will be chaperoning the trip and will of course accept other adult staff or family members who would like to join us. We will have WorldStrides staff with us 24/7.

Families will be asked to pay for their child to attend, However, there is an extensive scholarship program based upon family income. I have reviewed the criteria and I am confident that many of our interested families will be able to receive the scholarships. In addition, there are fundraising opportunities built in the program for students and families.

I would be happy to answer questions that remain. Thank you for your consideration.

Seana Cameron, NBCT

Horace O'Bryant Middle School

6th Grade History

305-296-5628 Ext. 65341

Seana.cameron@keysschools.com



CERTIFICATE OF LIABILITY INSURANCE

9/30/2019

DATE (MM/DD/YYYY)

9/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
INSURED 1432062 LAKELAND TOURS, LLC DBA WORLDSTRIDES 218 WEST WATER STREET SUITE 400 CHARLOTTESVILLE VA 22902	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Steadfast Insurance Company	
	INSURER B: Zurich American Insurance Company	
	INSURER C: Crum and Forster Insurance Company	
	INSURER D: Federal Insurance Company	
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 16317115 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	N	EOL5329376	9/30/2018	9/30/2019	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COM/OP AGG \$ 10,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	PRA1071630-01	9/30/2018	9/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	5821091334 (25M) 93635915 (15M XS 25M)	9/30/2018 9/30/2018	9/30/2019 9/30/2019	EACH OCCURRENCE \$ 40,000,000 AGGREGATE \$ 40,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC1071628-01	9/30/2018	9/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY	N	N	EOL5329376	9/30/2018	9/30/2019	EACH CLAIM: \$10,000,000 AGGREGATE: \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: TRIP DATES: 3/12/2020-3/15/2020 ; HORACE O'BRYANT MIDDLE SCHOOL IS ADDITIONAL INSURED ON GENERAL LIABILITY COVERAGE, AS REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

CERTIFICATE HOLDER**CANCELLATION** See Attachment**16317115**

HORACE O'BRYANT MIDDLE SCHOOL
ATTN: SEANA CAMERON
1105 LEON ST
KEY WEST FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Additional Insured — Automatic Status for Common Trip Sponsors, Venues and Clients

Policy No.	eff. Date of Pol.	Exp Date of Pol.
EOL5329376	9/30/2018	9/30/2019

Additional Insured and Address:

HORACE O'BRYANT MIDDLE SCHOOL ATTN: SEANA CAMERON
1105 LEON ST
KEY WEST FL 33040

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the:

Travel Agents and Tour Operators Professional Liability Policy

A. Section III. **PERSONS INSURED** is amended to include as an **Insured**:

F. Any Common Trip Sponsor, Venue and Client the Named Insured is required to add as an additional Insured on this policy under a Standard Tour or Trip Contract.

B. The insurance provided to the additional Insured Common Trip Sponsor, Venue and Client applies only to Bodily Injury, Property Damage, Personal Injury, or negligent acts or negligent omissions covered under Section I. A. Coverages and the defense of Suits seeking Damages on account of such Bodily Injury, Property Damage, Personal Injury or any negligent act or negligent omission under Section I. B. Defense with respect to the Travel Agency Operations of the Named Insured.

However, regardless of the provisions of paragraphs A. above:

1. The Company will not extend any insurance coverage to any additional Insured Common Trip Sponsor, Venue and Client:

a. That is not provided to the Named Insured in this policy; or
b. That is broader coverage than the Named Insured is required to provide to the additional Insured Common Trip Sponsor, Venue and Client in the Standard Tour or Trip Contract.

2. The Company will not provide Limits of Insurance to any additional Insured Common Trip Sponsor, Venue and Client that exceeds the lower of:

a. The Limits of Insurance provided to the Named Insured in this policy; or
b. The Limits of Insurance the Named Insured is required to provide in the Standard Tour or Trip Contract.

C. The Insurance provided to the additional Insured Common Trip Sponsor, Venue and Client does not apply to Bodily Injury, Property Damage, Personal Injury, or any negligent act or negligent omission that results solely from the negligence of the additional Insured.

D. The additional Insured must see to it that:

1. The Company is notified as soon as practicable of an Occurrence, a negligent act or negligent omission or an offense that may result in a Claim or Suit;
2. The Company receives written notice of a Claim or Suit as soon as practicable; and
3. A request for defense and indemnity of the Claim or Suit will promptly be brought against any policy issued by any other insurer under which the additional Insured may be an insured in any capacity.

E. For the purpose of this endorsement only, Standard Tour or Trip Contract means a written contract or written agreement between the Named Insured and a Common Trip Sponsor, Venue and Client under which:

1. The Named Insured has agreed to directly provide or arrange any travel or tour services; or
2. The Common Trip Sponsor, Venue and Client has allowed the Named Insured to use or occupy premises with respect to performing travel or tour services,

F. For the purposes of this endorsement only, Common Trip Sponsor, Venue and Client means any of the following groups and/or organizations: universities, schools and school districts, governmental entities or agencies, corporate clients, church groups, senior citizen groups, alumni associations, parks, museums, theaters, convention halls, bus depots and terminals, sponsoring trade groups, including the directors and employees of such.

G. For the purpose of this endorsement only, Section II. EXCLUSIONS, paragraph X., item 1. does not apply to any individual or entity who would qualify as an additional insured under this endorsement with respect to Travel Agency Operations of the Named Insured.

All other terms, conditions, provisions and exclusions of this policy remain the same,



You're Invited

to an important meeting about
Horace O'Bryant Middle School's

Washington, D.C. / Williamsburg Trip

**Receive \$50
off your trip
price** when
you come to the
meeting and
sign-up within
48 hours!

Meeting Date and Time:

Thursday, 9/19/2019 at 6:00 PM

Meeting Location:

in Mrs. Cameron's classroom

Come learn more about the trip and
all that the students will see, do, and
experience in Washington, D.C. and
Williamsburg!

Trip Dates: 3/12/2020 - 3/15/2020

Sign up at worldstrides.com/signup **using Trip ID #:** 180749

Questions? Contact: Seana Cameron at seana.cameron@keysschools.com

Seana Cameron will act as trip leader but does not represent the school or district in this role. This is a non-school-sponsored activity.



2020 Washington, D.C. and Williamsburg, VA Trip

Dear Parents and Students,

I am excited to announce that I will lead a group of Horace OBryant Middle School students on a WorldStrides program to Washington, D.C. and Williamsburg, VA. 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!

Your child will return home excited to tell you about:

- Standing where Martin Luther King, Jr., delivered his "I Have a Dream" speech at the Lincoln Memorial
- Discovering the true meaning of sacrifice at the Tomb of the Unknown Soldier
- Walking in the footsteps of our great leaders on Capitol Hill
- Exploring numerous Smithsonian Museums, like the National Museum of Natural History and the National Air and Space Museum

I have chosen to travel with WorldStrides because of their exceptional service, their 50 years of experience, their safety record, and their preventive measures that ensure learning occurs in a safe and fun environment. I will chaperone the program with other teachers as needed, and throughout the program our group will be guided by a WorldStrides-certified Course Leader. **Since this is not a school sponsored trip, we will not be attending as representatives or employees of the school.**

There will be a trip information meeting to discuss this wonderful opportunity on Thursday, September 19, 2019 at 6:00 PM in Mrs. Cameron's classroom. All parents and students are invited to attend this brief 30-minute meeting where I'll share more information about WorldStrides, review some of the trip highlights, and explain some of the tools available to help pay for the trip. I strongly encourage you to attend this meeting. Please read the enclosed brochure, check out the sample itinerary on the back of this page, and visit www.worldstrides.com/signup for more details about WorldStrides and our group's trip. If you have any questions, you can contact me at (305)296-5628, or via seana.cameron@keysschools.com.

I would love for your child to join us on this unforgettable trip!

Sign Up By Friday, September 27, 2019

Seana Cameron
Program Leader



Washington, D.C. and Williamsburg, VA Sample Itinerary

DAY 1

Arrive in **Washington, D.C.**

Meet your WorldStrides representative and begin your once-in-a-lifetime experience!

Smithsonian Institution The world's largest museum complex

- National Air and Space Museum
- Natural History Museum
- National Gallery of Art
- National Museum of American History

Dinner

Depart for **Williamsburg, VA**

***Evening Program ("Storyteller")**

Includes 18th-century African stories and a dynamic performance with costumed interpreters

Hotel check-in

DAY 2

Breakfast and hotel check-out

Jamestown Settlement (guided tour)
Replica of the original site where those three famous ships landed in 1607, and home to:

- Powhatan Indian Village
- James Fort
- Museum

Governor's Palace Home to seven royal governors and the first two elected governors in Virginia

Lunch

Colonial Williamsburg Study Visit

Continue to experience various aspects of colonial life as you spend the afternoon

touring:

- Capitol
- Post office
- Colonial jail
- Trade shops

Dinner and depart for **Washington, D.C.**

Hotel check-in

DAY 3

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

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

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

Capitol Hill Grounds Tour

- Capitol Visitor Center (by appointment)
- Supreme Court
- Library of Congress

Dinner

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

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

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.

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

Return to hotel

DAY 4

Breakfast and hotel check-out

Arlington National Cemetery

America's most famous military cemetery

- Changing of the Guard
- Tomb of the Unknown Soldier
- Kennedy Gravesites
- Space Shuttle Challenger Memorial

Iwo Jima 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

Lunch

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

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

Dinner

Depart **Washington, D.C.**, for home

Washington, D.C. and Williamsburg, VA Details:

TRIP DATES

Trip ID#: 180749

Destination: Washington, D.C., Williamsburg, VA

Departing: Thursday, March 12, 2020

Returning: Sunday, March 15, 2020

TRIP MEETING

There will be a trip information meeting to discuss this wonderful opportunity on Thursday, September 19, 2019 at 6:00 PM in Mrs. Cameron's classroom.

TRIP PRICE

Prices are based on 15 full-paying participants.

Student: \$1,918 quadruple occupancy.

Adult: \$2,206 double occupancy.

Payment can be made in full or spread out into monthly installment payments*. Select EZPay when choosing monthly installment payments and have your payments automatically deducted from your bank account saving you time and potential missed payments.

Full Refund Program: An additional \$209 covers cancellation (see Terms and Conditions at www.worldstrides.com/ms-terms-conditions).

FLAG financial assistance: FLAG financial assistance may be available for families with an adjusted gross income up to \$85,000. See reverse for details.

*Installment amounts may vary in price based on when you sign up and optional inclusions. Your last payment must be made by the final payment deadline and may be larger than your previous installment payments. Your final payment is due on 12/28/2019.

INCLUDES

- Admission fees
- Quality hotel accommodations
- Course Leader
- Night chaperones in hotel
- 24-Hour Emergency Support
- Online educational resources
- Field Journals
- Accident/health insurance
- All Meals
- Round trip transportation
- Sightseeing transportation
- Opportunity to earn free school credit
- Evening Activities

SIGN UP TODAY!

Sign Up By: 09/27/19

Deposit Amount: \$99 (non-refundable)

Sign Up:

- Online at www.worldstrides.com/signup (use Trip ID#180749 to sign up)
- By phone – call WorldStrides' Customer Service Team at 1-800-468-5899
- By mail – use the registration form on reverse

Sign up today for the trip of a lifetime!



ONLINE

worldstrides.com/signup



PHONE

800-468-5899



MAIL

Fill out the attached form
and return by mail

- Sign up for the trip with a small deposit
- Remaining payments are spread out into smaller amounts and paid monthly prior to travel
- Set up auto-deductions from your checking account to save time and money

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