

SCHOOL DISTRICT OF SHOREWOOD

OVERNIGHT TRIP REQUEST FORM

- Before submitting this form to your building principal, please review 352.1 policy, guidelines and exhibits.
- Submit this form and supporting documentation to your School Principal for approval.

Name of District Employee in charge: Chris Jacquart/Evan Schmidt

Destination: Paris & South of France (Avignon, Isle sur Sorgue)

Date and time of departure: approximately March 30-April 4

Date and time of return: approximately March 30-April 4

Name of class/co-curricular activity/student group: \_\_\_\_\_

Number of Students attending the trip: Minimum 20 Maximum 30

Are students missing any instructional days/hours of school for this trip? Yes X No \_\_\_\_\_

If yes, please explain: Students will miss 4-5 days of school prior to spring break due to flight schedule and availability.

Description of the educational expectations/correlation to the classroom curriculum associated with this trip: Students will spend 10 days in France, 2 days in Paris and 7 days in an immersion setting with their host family. During the homestay, students will attend school with their French correspondent and go on daily excursions with the French and Americans to learn more about French history and culture.

Describe your discipline plan: Students will be expected to adhere to and respect the Shorewood High School code of conduct for extracurricular activities from the time they pay their deposit until the return from the trip. Students who violate the code prior to departure will forfeit their deposit money. If the airfare has been purchased, they may qualify for a voucher from the travel agency, depending on the timing of the incident. Should a student violate the conduct code while in France, s/he will be returned to the United States at the expense of the parents. Parents will be encouraged to purchase travel insurance prior to departure to cover flight.

If your trip overlaps with a major religious holiday, how will you accommodate your student(s) desire to observe the holiday? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your plan for health and safety emergencies? Chaperones and will have a cell phone on them at all times. Students will have the address and phone number for teacher, hotel, families and emergency services.

Number of Chaperones: 2

Estimated Cost per Chaperone: \$ \_\_\_\_\_

Estimated Cost per student before and after fundraising:

Before \$1,800 After \$ \_\_\_\_\_ dependent on parental involvement

Description of fundraising proposal for the trip: The French Exchange participants will be encouraged to fundraise to help defray the costs of the trip. Several parents have already volunteered to coordinate these events.

Arrangements/provisions made for students in need of financial assistance: depending on individual need, accommodations can be made with a flexible payment plan

Is this an optional student travel experience? Yes X No \_\_\_\_\_

**I have complied with all the requirements listed above.**

\_\_\_\_\_  
Signature of District Employee Date

**The overnight trip proposal and the accompanying documentation has been reviewed and approved.**

\_\_\_\_\_  
Signature of Principal Date

**The overnight trip proposal and the accompanying documentation has been reviewed and approved.**

\_\_\_\_\_  
Signature of Superintendent Date

**The overnight trip proposal and the accompanying documentation has been reviewed and approved by the School Board.**

\_\_\_\_\_  
Signature of School Board President Date