

CRETE-MONEE BOARD OF EDUCATION

Regular Meeting – June 17, 2025

Crete-Monee Middle School Overnight Field Trip Request

2025-2026 Washington D.C., Williamsburg, and Jamestown Trip – **CONSENT**

Prepared by: Ghantel Perkins, Assistant Superintendent, Office of Teaching and Learning

The Issue:

This is a request for Crete-Monee Middle School 8th-grade students and staff members to travel to Washington, D.C., during the 2025-2026 school year, from April 30, 2026, to May 3, 2026.

Justification:

Participation in events of this type is a valuable learning activity that enriches leadership experiences. This trip is a culminating experience for the 8th-grade curriculum. This year of study focuses on American History, including the foundation of our democratic government. The trip enables 8th-grade students to explore our nation's capital, including its monuments, memorials, and historical sites.

Board Policy and Past Practices:

Board Policy 6:240: Overnight field trips require the Board of Education's approval.

Strategic Plan:

Graduation Goal: 100% of students have a pathway to be enlisted, employed, or enrolled in a post-graduation program at the time of graduation.

ELA Goal: 100% of students can actively interact with and comprehend grade-level text and/or at least 75% of students demonstrate mastery on Common Formative Assessments (CFAs).

Community Impact:

Evidence indicates that parents and community members continue to lend their support to trips like this one.

Supporting Data:

Please see the attached documentation, which includes the CM 201-U Overnight Field Trip Request Application, the tentative itinerary, registration form, and the School Tours of America Certificate of Insurance.

Financial Impact:

The trip will be paid for through student fundraising and parental support.

Recommendation:

The Office of Teaching and Learning recommends that the Board of Education approve the Crete-Monee Middle School 8th-grade trip to Washington, D.C., for the 2025-2026 school year.

Timeline for Decision:

June 17, 2025

Crete-Monee School District 201-U Field Trip Procedures and Guidelines

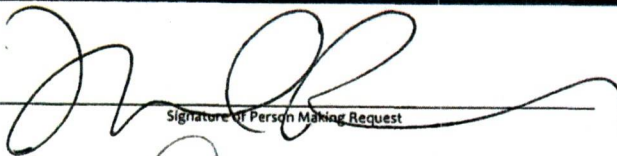


Co-Curricular Overnight Field Trip Application

Sponsoring Staff Member: <u>Michelle Kelly</u>	School: choose school <u>CMM S</u>
Destination of Trip: <u>Washington DC / Williamsburg VA</u>	Student Group Traveling: <u>± 100</u>
Give a Brief Description/Purpose of the Trip: <u>8th grade trip to Washington DC - History focus</u>	
Approximate Departure Date: <u>April 30, 2026</u>	Approximate Departure Time: <u>2:00 AM</u>
Approximate Return Date: <u>May 03, 2026</u>	Approximate Return Time: <u>12:00 AM</u>

Is an outside vendor (i.e., travel agency) being used to organize the trip?	Choose Option <u>yes</u>
<small>If yes, a Certificate of Insurance naming the School and District as an additional insured is required and must be submitted with this application</small>	
Will a vendor, besides our current pupil transportation vendor (i.e., First Student), supply transportation services for the trip?	Choose Option <u>yes</u>
<u>School Tours of America</u>	<small>If yes, a Certificate of Insurance naming the School and District as an additional insured is required and must be submitted with this application</small>

Number of School Days Missed (if any): Choose One <u>2</u>	Method of Transportation: <u>Coach / Air</u>
Approximate Number of Students Traveling: <u>± 100</u>	
Approximate cost per student: Transportation: <u>All inclusive</u>	Food: <u>All inclusive</u>
Lodging: <u>All inclusive</u>	Other (please define):
Approximate Total Cost per Student: <u>\$1799.00</u>	
Brief Explanation of how This Trip will be Funded: <u>Student / Family funded - Fundraisers available</u>	

Name and position (i.e., teacher, parent, coach) of adult chaperones:		
Name	Position	Background Check
<u>Michelle Kelly</u>	<u>Teacher</u>	<u>Employee</u>
<u>TBD</u>		
<u>10:1 ratio</u>		


 Signature of Person Making Request

 Signature of Building Administrator

 Signature of Superintendent/Designee

5/20/2025
 Date
5/20/2025
 Date
6-12-25
 Date

Signatures indicate conceptual approval of this trip. If the trip is rescheduled for any reason (i.e., inclement weather), the Board of Education will be notified of the rescheduled dates, and additional approval will not be necessary.

A detailed itinerary must be provided to your building principal/designee closer to the departure date of the trip.



LET'S GO

B551 /LA /26

Washington, DC, Williamsburg and Jamestown Trip - 2026

To all 2026 Crete-Monee Middle School, 8th Grade Students,

I am excited to announce that Crete-Monee Middle School students are traveling to Washington, DC and Colonial Virginia, to engage in history and government firsthand. This learning program is a once in a lifetime opportunity for your child to experience the power of travel!

Throughout our experiential journey, students **will**:

- Visit historic landmarks including the Lincoln Memorial, Capitol Hill & Mt. Vernon
- Learn about our heroes and the sacrifices they made while visiting Arlington National Cemetery and all the Monuments and Memorials around DC
- Travel back in time to discover the shaping of Colonial America and the excitement of gaining our independence

I have chosen School Tours of America as our travel planner due to their decades of experience, outstanding safety record, and exceptional customer service. Our tour is school sponsored. I will lead our group, along with other chaperones as needed. In addition, representatives from School Tours of America will be available throughout our entire trip.

Space is limited. Register online now at SchoolToursOfAmerica.com, or complete the enclosed registration.

Michelle Kelly

Group Leader

E-mail: Kellym@cm201u.org

LIFE IS UNPREDICTABLE, WHY TAKE THE RISK?

SECURE YOUR PAYMENTS WITH A PLAN YOU CAN TRUST

We created the Payment Protection Program (PPP) because we understand that things happen: the flu spreads, family emergencies arise, jobs change, and sometimes your team makes it to the playoffs. With the Payment Protection Program, we've got your back.



PROTECTION - Protect your investment and receive a *Full Refund should you or your group need to cancel anytime prior to departure.

PEACE OF MIND - Your payments are covered from the moment you register. Return travel expenses are covered for family emergencies.

SIMPLICITY - To enroll, agree to the PPP when you register. You can also include the PPP in your payment schedule.

*For details see Terms and Conditions at:
www.SchoolToursOfAmerica.com/terms-conditions

EARN YOUR TRIP WITH MYTOURFUND.COM

LOG IN

Register and sign up for a free MyTourFund account

LOVE IT

Add pictures, video and your unique message

LAUNCH IT

Share your page with friends and family

Call: 866.543.9625 or Visit: SchoolToursOfAmerica.com

Trip Date: 04/30/26 - 05/03/26 For: Crete-Monee Middle School

REGISTER ONLINE NOW at www.SchoolToursOfAmerica.com

Registration Type: ☐ Student ☐ Adult Traveler's Date of Birth: ____ / ____ / ____ ☐ Male ☐ Female

Trip #: B551

Traveler's Full Legal Name: _____
(First) (Middle) (Last)
Traveler's full legal name must be provided, as it appears on an official document to help assure airline and TSA compliance.

Parent/Guardian Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Parent's Cell Phone: (____) _____ - _____ Secondary Phone Number: (____) _____ - _____

Parent/Legal Guardian Email: _____

☐ Enclosed is my check payable to School Tours of America in the amount of \$ _____ (Minimum payment of \$99 is required)

☐ Pay by credit card: ☐ Visa ☐ MasterCard ☐ Discover ☐ Amex

Credit Card #: _____ Amount to Charge: \$ _____ Exp.: ____ / ____ CVV: _____

Cardholder Name (print): _____

Signature: _____

By signing here, I have read and agree to STA's Terms & Conditions, which can be found at www.SchoolToursOfAmerica.com/terms-conditions.html, and I confirm my PPP selection.

Please Select: ☐ I AGREE to protect my payments with the Payment Protection Program (recommended). ☐ I DECLINE to protect my payments with the Payment Protection Program, understanding that I may lose my money if the trip is canceled for any reason.

T-Shirt: \$20.00

☐ Youth L

Adult sizes:

☐ S ☐ M ☐ L

☐ XL ☐ XXL



SCAN ME

WHAT'S INCLUDED:



Close-in hotels



Trip Concierge



Transportation



Licensed guides



MyTourFund.com



Admissions



Insurance



Private security



Drawstring bag

IMPORTANT TOUR INFORMATION

Tour Details

Trip #: B551 Departing: 04/30/26 Returning: 05/03/26

Destination: Washington, DC, Williamsburg and Jamestown

Group Leader: Michelle Kelly

Contact Details: kellym@cm201u.org

Early Registration Special

Take advantage of discount pricing when you register by July 1st! Space is limited and available on a first come, first served basis. The price is based on 35 full-paying travelers.

Add the **Payment Protection Program (PPP)** to your tour price for only \$229.00 to receive a **FULL REFUND** if you cancel **ANYTIME** for **ANY REASON** prior to trip departure. (See Terms and Conditions for full details.)

	Quad Price (4 per room)	Double Price (2 per room)
Early registration	\$1,685.00	\$1,955.00
After July 1st	\$1,799.00	\$2,069.00

Payment Plans

Save time and avoid fees by making manageable, monthly payments with EzPay. (Available with online registration only.)

OR

Mail in monthly payments utilizing STA payment coupons. (Incurs \$6 handling charge per payment.)

Register today to enjoy savings!

Registration Deadline: 07/01/25

Required Deposit: \$99.00 (Your deposit is applied to the total trip cost.)

Final Payment Due Date: 02/19/26

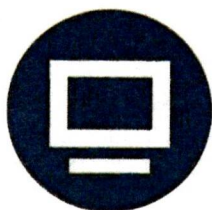
Have questions?

Learn more at our informational meeting. Details to follow.

*The above pricing is all-inclusive unless otherwise specified in the enclosed materials.



SPACE IS LIMITED. RESERVE YOUR SPOT TODAY!



REGISTER ONLINE

Select "register" in the upper right corner at:
SchoolToursOfAmerica.com



ENROLL IN EzPay

Make monthly payments & avoid fees with EzPay. **EzPay is available online only.**



OPT-IN TO THE PPP

Protect your investment & receive a refund if you cancel prior to trip departure.

Crete-Monee Middle School-Sample Itinerary: Washington, DC and Williamsburg

4 Days / 3 Nights

May 1, 2025	May 2	May 3	May 4
Transfer Bus to MDW Group departs for DC	BREAKFAST	BREAKFAST: Hotel Buffet	BREAKFAST: Hotel Buffet
LUNCH	<u>Jamestown Settlement Park:</u> - Old/New World Pavilions - Indian Village - Old Fort - Replica Ships	<u>Arlington National Cemetery:</u> - Tomb of the Unknowns - Changing of the Guard - Kennedy Gravesites - Challenger Memorial	White House picture stop <u>Capitol Hill:</u> - U.S. Capitol Tour - Group Photo - Supreme Court - Library of Congress
Lincoln, Vietnam, Korean, WWII Memorials Washington Monument	LUNCH	LUNCH	National Archives
FDR, Jefferson, MLK Memorials	<u>Colonial Williamsburg:</u> - Capitol - Jail - Raleigh Tavern - Printer-Bookbinder - Bruton Parish Church - Magazine - Craft Shops - Governor's Mansion	Holocaust Museum	LUNCH
Group travels to Williamsburg	DINNER	<u>Smithsonian Museums:</u> - African American Museum - Natural History Museum - American History Museum DINNER Explore Old Town Alexandria Iwo Jima Memorial Fun evening activity	<u>Mt. Vernon</u> Tour Home and Grounds of George Washington
Check into Hotel with Security on duty	Evening activity in Williamsburg (possibly Early American Medical Program)	Group travels to Washington, DC Check into Hotel with Security on duty	<u>Mt. Vernon Educational Center</u> Experience Revolutionary War Days
			DINNER

***All meals included (except breakfast on first day)**



CERTIFICATE OF LIABILITY INSURANCE

DATE
12/24/2024

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 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 Affinity Insurance Services Aon Affinity Travel Practice 900 Stewart Avenue, 4th Floor Garden City, NY 11530	CONTACT NAME: AonTravPro Underwriting PHONE (A/C, No, Ext): 1-(800) 803-1213 FAX (A/C, No): (516) 294-1821 E-MAIL ADDRESS: travpro@aon.com
INSURED School Tours of America, LLC 9600 Long Point, Suite 350 Houston, TX 77055	INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company (AIC) NAIC # 11150 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER

REVISION NUMBER

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 LTH	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 type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			TAP0197126-03	12/31/2024	12/31/2025	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$5,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Each Occurrence)</td><td>\$50,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$5,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$5,000,000</td></tr><tr><td>PRODUCTS & COMPLETED OPERATIONS</td><td></td></tr></table>	EACH OCCURRENCE	\$5,000,000	DAMAGE TO RENTED PREMISES (Each Occurrence)	\$50,000	MED EXP (Any one person)	\$10,000	PERSONAL & ADV INJURY	\$5,000,000	GENERAL AGGREGATE	\$5,000,000	PRODUCTS & COMPLETED OPERATIONS	
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AGGREGATE																			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<table border="1"><tr><td>PER STATUTE</td><td>OTHER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td></tr></table>	PER STATUTE	OTHER	E.L. EACH ACCIDENT		E.L. DISEASE - EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT					
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A	ERRORS & OMISSIONS/PROFESSIONAL LIABILITY			TAP0197126-03	12/31/2024	12/31/2025	<table border="1"><tr><td>EACH NEGLIGENT ACT OR NEGLIGENT OMISSION</td><td>\$5,000,000</td></tr></table>	EACH NEGLIGENT ACT OR NEGLIGENT OMISSION	\$5,000,000										
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Proof of Coverage

CANCELLATION

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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