



Lake Orion Community Schools

# Interoffice Memo

*from the Office of the Assistant Superintendent  
of Teaching and Learning*

**To:** Heidi Mercer, Superintendent

**From:** Andrew Towlerton  
Assistant Superintendent of Teaching and Learning

**Date:** December 20, 2024

**RE:** International Field Trip Request – LOHS

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Attached please find the following international field trip request for Board approval:

LOHS CTE Students  
Italy – see attached

Students: 10-20

Chaperones: 1 currently but more will be added depending on number of students attending

Date(s) of trip: June 15, 2026, to June 23, 2026

Days missed: 0

Staff/Trip Leader: Sharon Spencer



Lake  
Orion  
Community  
Schools

# FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check if Board Approval Is Needed.

- Overnight
- Out of State
- CTE
- International

Date Approved \_\_\_\_\_

CALL PAM KING (ext. 2901) IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE BEFORE SCHEDULING.

- For **DAYTIME** field trips, send completed form to the Office of the Assistant Superintendent of Teaching and Learning office **five working days** prior to departure.
- **OUT-OF-STATE** field trips must be approved by the Board of Education **60** days prior to departure.
- **IN-STATE**, overnight field trips must be approved by the Board of Education **30** days prior to departure.
- International field trips must be approved by the Board of Education no later than October of the year prior to the trip (e.g. October 2024 for the 2025-26 school year.)
- All requests are to be submitted to the Office of the Assistant Superintendent of Teaching and Learning 10 days prior to the Board meeting when approval will be sought.
- Upon approval, the Assistant Superintendent will forward the request to the Transportation Department; a copy will be emailed to the requesting building/person.
- Call Transportation two (2) days prior to departure to confirm paperwork was received and arrangements made. **DO NOT EMAIL. Pam's ext. 2901**
- Cost: \$65/hour LOCS staff requests; Add one (1) hour's cost (\$65) to each trip for pre-trip and post-trip travel time.

## FIELD TRIP INFORMATION (Complete all fields)

Account Number 290-000-9200-0000-410-0000-417900000		Date 12/10/2024	
Building <b>Lake Orion High School</b>		First, last name of trip leaders <b>Sharon Spencer</b>	
Transportation (please check one) # of Busses _____ <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input checked="" type="checkbox"/> Plane		Name and address of destination <b>Italy - see the attachment.</b>	
Group and/or grade level Architecture, Interior Design and Dragon Design Club members (9-12)		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit <b>June 15th - 23rd, 2026</b>	# of Students <b>10-20</b>	# of Chaperones Depends on how many student go.	Cell Phone Number of Trip Leader
Date & Time Leaving <b>TBA - Tentatively June 15th, 2026</b>		<input type="checkbox"/> Before 8:30 a.m. <input type="checkbox"/> After 2:15 p.m. Date & Time Returning <b>TBA - Tentatively June 23rd, 2026</b>	# of School Days Missed <b>0</b>
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) <b>This will fulfill the work base learning experience that my CTE class must offer to our students. It will engage these students in the history and culture of Italian design. Students will explore various architecture structures, interact with locals, and evaluate the relationship of traditional and modern styles that will foster a deeper understanding of worldwide design influences and practices.</b>			
Cost of Trip <b>\$4509</b>	Cost to Student <b>\$4509</b>	How will trip be funded? <b>Student Funded. Students can pay monthly (\$260/mo. for 17mo.) or all at once.</b>	
Building Administrator Signature <b>Daniel T. Haas</b>		Date <b>12-18-24</b>	

## AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date <b>12/20/24</b>
Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only <input type="checkbox"/> Yes <input type="checkbox"/> No	Board Member Signature	Date

EFF TOURS

Watch videos, read reviews, and enroll on your teacher's tour website

[eftours.com/](http://eftours.com/)







This is also your tour number

# BELL'ITALIA

9 or 12 days | Venice | Florence | Rome | Extension to Naples

Consider the deeper meaning of "Beautiful Italy" as you experience its art, history, and culture. In Venice, cars and roads give way to gondolas and canals, redefining what a city can be. The world's best collection of Renaissance art awaits in Florence. And in Rome, behold Michelangelo's take on creation at the Sistine Chapel and retrace the footsteps of ancient Romans at the Colosseum.

## YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** 5 sightseeing tours led by expert, licensed local guides (7 with extension); 1 walking tour with extension
-  **Entrances:** Burano island; glass-blowing demonstration; gondola ride; Basilica of St. Francis; Sistine Chapel; St. Peter's Basilica; Colosseum; Roman Forum; with extension: Pompeii Roman ruins; Galleria Borbonica underground; pizza-making class; Capri boat cruise
-  **Personalized learning guide:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; 7 overnight stays in hotels with private bathrooms (10 with extension); European breakfast and dinner daily



Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

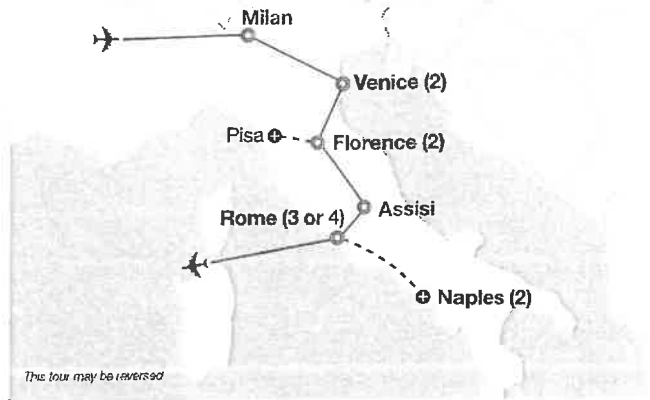
And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

—MELISSA, TRAVELER



**CHECK OUT WHAT A TOUR IS ALL ABOUT**  
Watch the videos at [eftours.com/](http://eftours.com/)

Your teacher's Tour Website

## What you'll experience on your tour

### Day 1: Fly overnight to Italy

#### Day 2: Milan | Venice

- Meet your Tour Director at the airport.
- Travel to Venice. This floating city is crisscrossed with romantic bridges, laced with history, and boasts some of the world's finest art and architecture. During your stay you will see gondolas glide down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the 323-foot campanile.


#### Day 3: Venice

- Take an expert-led tour of Venice and see St. Mark's Square and the Grand Canal.
- Enjoy a gondola ride.
- Travel by water taxi to the island of Burano, known for its brightly colored homes and lace work.
- See a glass-blowing demonstration.

#### Day 4: Venice | Florence

- Travel to Florence, the birthplace of the Italian language, opera, and the Renaissance, and where works of art like Michelangelo's *David* and Botticelli's *The Birth of Venus* still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's *Gates of Paradise* at the Baptistery. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop.
- Take an expertly guided tour of Florence.

#### Day 5: Florence

- Enjoy a full day to see more of Florence or  visit Pisa.


#### Day 6: Florence | Assisi | Rome

- Travel to Assisi, a religiously-significant town nestled between Mount Subasio and olive groves on a hill overlooking Umbria and home to outstanding examples of early Renaissance art.
- Take an expertly guided tour of Assisi, including the Basilica of St. Francis.
- Travel to Rome, a city that integrates its past into the present better than any other.

#### Day 7: Rome

- Take an expert-led tour of Rome.
- Visit the Colosseum and Roman Forum with an expert local guide.
- Take a self-guided walking tour of Rome.

#### Day 8: Rome

- Enjoy time to see more of Rome or  Castel Gandolfo.
- Take an expert-led tour of Vatican City.
- Visit the Sistine Chapel and experience its breathtaking domed ceiling. From Michelangelo's frescoes to Raphael's tapestries, Pope Sixtus IV commissioned the masters of the day to cover nearly every inch of the Chapel in art depicting important Biblical scenes.
- Visit St. Peter's Basilica.

#### Day 9: Depart for home

### 3-DAY TOUR EXTENSION

#### Day 9: Rome | Naples

- Travel to Naples.
- Take a walking tour of Naples.
- Tour the Galleria Borbonica underground with an expert local guide.
- Enjoy a hands-on, authentic pizza-making class.

#### Day 10: Naples | Capri

- Take a day trip to Pompeii.
- Tour the ruins of Pompeii with an expert local guide.

#### Day 11: Naples | Capri | Rome

- Take a day trip to Capri on your way back to Rome.
- Enjoy a sightseeing boat cruise along the coastline.
- Tour Capri with an expert local guide.

#### Day 12: Depart for home

*Just got back from the Bell Italia trip and it was the most amazing and life changing event of my life, my experience was so amazing and I experienced so many amazing things I never thought I would. I hope that I will soon be able to travel again either with EF or with family because this trip made me realize I love to travel to other places... We also had an amazing Tour Guide and met other amazing people...*

– ALIVIA, TRAVELER



Via Facebook

### TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

— The easiest ways to —  
**ENROLL TODAY**



Enroll on our website  
[eftours.com/enroll](http://eftours.com/enroll)



Enroll by phone  
800-665-5364



Enroll by mail  
EF Educational Tours  
Two Education Circle  
Cambridge, MA 02141

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.*

—CHARLOTTE, PARENT OF TRAVELER



## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 55 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- **We always offer the lowest prices** so more students can travel.
- **We're fully accredited, just like your school**, so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety**. We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group** every step of the way on tour, providing insight about your destinations as well as great local tips.

