

Suffield Public Schools
Field Trip/School Sponsored Trip Request Form

Directions: Form to be completed by Advisor of the field trip. The completed form needs to comply with all regulations found in Policy #6153.

Date of Request: October 7th 2020

Type of Trip: ☒ Field Trip ☐ Extracurricular ☐ Athletic ☐ International

NOTE: Out of state or overnight trips must be approved by either the Superintendent or his/her designee and the Board of Education. (See Regulation #6153)

Advisor: Corinne Khawaja

Date(s) of Trip: May 1st - May 4th, 2020

Destination: Quebec City

Number of Students: TBA

Number of Chaperones: one for every 6 students (see Regulation #6153 – Chaperone guidelines)

Has disclosure form been completed for all chaperones that are not Suffield Public School employees and are chaperoning an overnight trip?

Yes ☐ No ☐ N/A ☒

Has chaperone information, including applicable Board of Education policy(ies) been delivered to chaperones?

Yes ☐ No ☐ not yet

Cost of trip (include information regarding payment of expenses and any financial penalties that may be incurred): \$ 775 to \$ 900 (depending of attendance)

lunches not included
Insurance Certificate Required: Yes ☐ No ☒

Mode of Transportation: Coach bus

Explanation of Trip:

— Exploration of Québec City and surroundings
— Cultural activities and excursions
— Use of target language in everyday situations.

Educational Purpose:

This trip exposes our students to authentic culture and gives them the opportunity to use the target language outside of the classroom

Itinerary:

See attached to request.

Advisor's Signature: Chawaya Date: 09/23/19

Principal Signature: Ch Date: 09/23/19

Superintendent/Designee: ☒ Approve ☐ Deny

Superintendent/Designee Signature: [Signature] Date: 9/26/19

Board of Education: ☐ Approve ☒ Deny

Board Chair Signature: _____ Date: _____

OFFICE MEMORANDUM

TO: MR. TIMOTHY VAN TASSEL, SUPERINTENDENT
FROM: KENNETH SMITH, PRINCIPAL
SUBJECT: FIELD TRIP REQUEST (OVERNIGHT)
DATE: SEPTEMBER 6TH, 2019

Attached is a request from Suffield Middle School world language department for approval for an overnight field trip to Quebec City. Depending on enrollment, about 50 students and their chaperones (one for every six students) will travel by coach bus to Quebec City. They will depart **Friday, May 1st, 2020** and return **Monday May 4th, 2020**. The purpose of this trip is to provide our middle school students with the opportunity to authentically experience a different culture. Our students will be exploring parts of Quebec during walking tours that include the Place Royale in Quebec, a historically rich area and one of Canada's oldest neighborhoods.

This trip exposes our students to authentic culture and gives them the opportunity to use the target language outside of the classroom while reinforcing the following Connecticut World Languages Standards.

- *In at least one language other than English, students will demonstrate an understanding of the concept of culture through comparisons across cultures.*
- *In at least one language other than English, students will use the world language and their cultural knowledge both within and beyond the school setting for personal enjoyment, enrichment and active participation*

The complete itinerary is attached to this request, The required paperwork for volunteer chaperones along with a list of students participating will be kept on file at Suffield Middle School. An administrator will be one of the chaperones. I am requesting that you place this request before the Board of Education at their next meeting on **October, 7th, 2019**.

If additional information is required, please let me know. Thank You.

Sincerely,

Corinne Khawaja

Suffield Middle School French Teacher



Suffield Middle School

May 1-4, 2020

Day 1 Friday May 1

6:00am Motor coach arrives at your school
6:30am Board the coach and depart for Quebec City
2:00pm Approximate time of arrival in Quebec City
Meet your Immersion Tours guide at your hotel
Stow luggage at your hotel or check in if rooms are ready
3:00pm Discover Quebec City's history as you take in a fascinating **walking tour of the fortified city**
4:30pm Check in at your hotel
6:00pm Dinner
7:45pm Visit the **Musée du Fort** for a sound and light show about the military history of the city
9:30pm Return to the hotel
10:30pm Night supervision until 4:30 am

Day 2 Saturday May 2

8:00am Depart for breakfast
8:30am Following a traditional breakfast at the **Huron Village**, learn about the Natives' way of life through a visit, games and legends
11:30am Tour the **National Battlefields Park and Promenade des Gouverneurs**, and continue the walking tour of the fortified city
12:30pm Free time to lunch on the Old City
2:15pm Stroll down the narrow, colourful streets of Canada's oldest neighbourhood during the **walking tour of Place Royale and Quartier Petit-Champlain**
Free time to explore
4:00pm Return to the hotel
6:00pm Depart for dinner
6:30pm Take part in the dinner, traditional dancing and games at an **authentic sugar shack**
9:00pm Return to the hotel
10:30pm Night supervision until 4:30 am

Day 3 Sunday May 3

8:00am Breakfast
9:30am Visit the **Copper Museum** where tools await you to create your own repoussé work
10:30am Start with a **cable car ride (seasonal)** to the top of the **Montmorency Falls**, then admire stunning scenery from the suspension bridge located over the 83 metre high waterfall
11:45am Free time to lunch and and explore at your leisure
3:30pm Become a **Soldat de la tour** billeted in one of the Martello Towers and learn all about 19th century military lifestyle through interactive competitions and games
5:00pm Return to the hotel
6:30pm Dinner
8:30pm Sail away on an enjoyable **teen dance and cruise** on the majestic St. Lawrence River
10:30pm Return to the hotel
10:30pm Night supervision until 4:30 am



Day 4 Monday May 4

Check out of accommodation

8:00am Breakfast

9:15am **Mission: Immersion** - Explore the city and use your language skills to find the answers to our unique walking rally questionnaire

10:30am Free time to lunch and last minute shopping in Old Quebec

1:00pm **Immersion Tours Sweepstakes**

1:15pm Depart Quebec City for your school

8:45pm Approximate time of arrival at your school

Suffield Middle School

May 1-4, 2020

Price Includes:

- Round-trip motor coach transportation
- 3-night hotel accommodation in Quebec City
- Night supervision
- 3 breakfasts
- 3 dinners
- Services of a professional tour guide each day
- All activities described in this itinerary
- Medical, baggage and trip disruption insurance*
- Applicable taxes (GST, PST, FICAV)
- Gratuities on meals and activities
- Gratuities for the tour guide and bus driver
- Complimentary chaperone packages (according to the requested ratio)

Price does not include:

- Lunches and meals taken en route (\$15 per meal)
- Personal incidentals (snacks, calls, etc.)
- Fee related to obtaining proper ID papers
- Cancellation protection
- Fees related to getting to/from the tour departure point (school, airport)

Optional cancellation protections are available for this tour.

See the CANCELLATION PROTECTIONS AVAILABLE WITH BUS TRAVEL document for details.

Approximate prices per person in USD

Private tour with your group members only

Based on quadruple occupancy (lodging 4 per room in a room equipped with two double beds)*

Paying participants	Free chaperones	Per participant*
45 to 47	8	\$785
40 to 44	8	\$825
35 to 39	7	\$860
30 to 34	6	\$900

Options for student participants	Per participant
Single room	\$430
Double room	\$215
Triple room	\$145

Supplements for adult participants	
Single room	\$360
Double room	\$145

- * Valid for a maximum of **55** total travelers.
- * Chaperones lodging in double occupancy.
- * See the Included Insurance form for coverage details.
- * Prices are approximate and subject to availability at the time of confirmation with a deposit.
- * Deposit of \$100 per participant and registration are due by **October 7, 2019**
- * 50% of the balance and rooming list are due by **February 1, 2020**
- * Final payment is due by **March 1, 2020**
- * Terms and Conditions apply.

Suffield Middle School

May 1-4, 2020

Price Includes:

- Round-trip motor coach transportation (double decker)
- 3-night hotel accommodation in Quebec City
- Night supervision
- 3 breakfasts and 3 dinners
- Services of a professional tour guide each day
- All activities described in this itinerary
- Medical, baggage and trip disruption insurance*
- Applicable taxes (GST, PST, FICAV)
- Gratuities on meals and activities
- Gratuities for the tour guide and bus driver
- Complimentary chaperone packages (according to the requested ratio)

Price does not include:

- Lunches and meals taken en route (\$15 per meal)
- Personal incidentals (snacks, calls, etc.)
- Fee related to obtaining proper ID papers
- Cancellation protection
- Fees related to getting to/from the tour departure point (school, airport)

Optional cancellation protections are available for this tour.

See the CANCELLATION PROTECTIONS AVAILABLE WITH BUS TRAVEL document for details.

Approximate prices per person in USD

Private tour with your group members only

Based on quadruple occupancy (lodging 4 per room in a room equipped with two double beds)*

Paying participants	Free chaperones	Per participant*
60 To 64	11	\$775
55 to 59	10	\$790
50 to 54	9	\$810
48 to 49	9	\$825

Options for student participants	Per participant
Single room	\$430
Double room	\$215
Triple room	\$145

Supplements for adult participants	
Single room	\$360
Double room	\$145

*

- Valid for a maximum of 75 total travelers.
- Chaperones lodging in double occupancy.
- See the Included Insurance form for coverage details.
- Prices are approximate and subject to availability at the time of confirmation with a deposit.
- Deposit of \$100 per participant and registration are due by **October 7, 2019**
- 50% of the balance and rooming list are due by **February 1, 2020**
- Final payment is due by **March 1, 2020**
- Terms and Conditions apply.

