

**School-Related Student Trip Request Form**

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP.

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Tappan/Hutchins

TYPE OF TRIP (CHECK ONE):

- ☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify \_\_\_\_\_  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable) \_\_\_\_\_

DESTINATION Ky Center for Arts ADDRESS 501 W. Main St PHONE 584-7777  
Louisville

☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP Oct 8<sup>th</sup> DEPARTURE TIME 9 AM RETURN TIME 3 PM

PURPOSE/EDUCATIONAL VALUE Exposure to Fine Arts Play as related to literature

SOURCE OF FUNDING FOR TRIP parents

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_

NUMBER OF STUDENTS 45 FACULTY SPONSORS 5 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 50

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☒ CERTIFICATED COMMON CARRIER; SPECIFY Fisher

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

SUPERVISION (Attach list of names of adults accompanying students on trip.)

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☐ YES ☐ NO

Michael M. [Signature]  
Signature of Faculty Sponsor

Sept. 4, 2013  
Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

[Signature]  
Signature of Superintendent/Designee

9-5-13  
Date

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

**FIELD TRIP CHARGES**

\$.93 per mile

Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week

Meals provided by sponsor: ☐ Yes ☐ No

Admission to event provided by sponsor: ☐ Yes ☐ No

Send copy to lunchroom: ☐ Yes ☐ No

Bus limits: 2 persons per seat

Overnight lodging: Single room

Driver time starts 15 min. before departure and ends 15 min. after arrival

Driver requested: 1. \_\_\_\_\_ 2. \_\_\_\_\_ Number of buses requested: \_\_\_\_\_

# Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Tappan/Hutchins

Class: Kindergarten

Date: ~~9/15~~ 10/8/13

Content Connection: Reading <sup>Instructional Plan</sup>

Targeted Standard: K.2 Main topic/key details

## PRE Activities

Shared reading, discussion, journals,  
illustrations, predictions

## POST Activities

Journals, discussion, illustrations

## Reading/Writing/Math/Science/Social Studies/Arts and Humanities Strategies (Use any that apply)

Reading - books by same author

Writing - journals about experience

Speaking - retell the story

## Choose one post-assessment of learning activity:

- ☐ Open Response Prompt:
- ☒ Student Product: Journals
- ☐ Performance Event:
- ☒ Writing for Authentic Audience: Parents

## Adaptations or Special Strategies (if applicable)