

**School-Related Student Trip Request Form**

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Baird

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify \_\_\_\_\_  
☒ Organization/Club Trip, specify Lighthouse Student Team Other (athletic, band, if applicable) 1434 Cave Mill Rd

DESTINATION Natchez Elementary ADDRESS Bowling Green PHONE 270-842-1364

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP October 28 DEPARTURE TIME estimated 7:00 RETURN TIME 5:00

PURPOSE/EDUCATIONAL VALUE Students will synergize to develop ideas for a Lighthouse Program @ SCES.

SOURCE OF FUNDING FOR TRIP SCES School Activity

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 5 FACULTY SPONSORS 2 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 7

MODE OF TRANSPORTATION

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

☐ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_

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

SUPERVISION (Attach list of names of adults accompanying students on trip.) Baird, M. Noel

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

Shawn Baird  
Signature of Faculty Sponsor

10/1/14  
Date

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

M. Z

Signature of Superintendent/Designee

10-1-14

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: Sherry Baird

Class: G/T Polar Bear Club

Date: October 28, 2014

Content Connection: Seven Habits - Lighthouse School  
District Initiative

Targeted Standard: \_\_\_\_\_

## PRE Activities

- Use of the seven habits
- > Provided by classroom teachers.
- > Reviewed in all classes!
- > Supported by extra curricular offerings

## POST Activities

5<sup>th</sup> grade Five students were selected <sup>one</sup> to represent each  
homeroom. They will form a "team" to bring  
ideas back to SCES and share with their  
classes.

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

Students will write suggestions for student  
Council and inform other groups about ideas  
to encourage and enable our school to become  
a lighthouse school.

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: \_\_\_\_\_
- ☒ Student Product: Team Plan
- ☒ Performance Event: Presentation
- ☒ Writing for Authentic Audience: \_\_\_\_\_

Adaptations or Special Strategies (if applicable)

\_\_\_\_\_  
\_\_\_\_\_