

**School-Related Student Trip Request Form**

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

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

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 Bernheim Forest ADDRESS  Hwy 245 Clermont Ky PHONE 955-8512  
☐ Out of State ☐ Out of County ☐ Within County

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

DATE(S) OF TRIP May 7th DEPARTURE TIME 915 RETURN TIME 315

PURPOSE/EDUCATIONAL VALUE observation of life cycles in nature, habitat exploration (grasslands/woodlands), food chains, plants, reporting observations

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 46 FACULTY SPONSORS 4 OTHER CHAPERONES parents meet us there & provide our transportation

TOTAL # OF PARTICIPANTS 50

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.)

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

[Signature]  
Signature of Faculty Sponsor

April 16, 2013  
Date

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

[Signature]  
Signature of Superintendent/Designee

4/16/13  
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: Hutchins Happan

Class: Kindergarten

Date: May 7, 2013

Content Connection: ~~Read~~ <sup>Instructional Plan,</sup> Science, writing

Targeted Standard: Plants, life cycles, spring

## PRE Activities

Ask questions that we want to get answered from our research at Bernheim. Make life cycle sequences of plants and animals

## POST Activities

writing + sharing presentations of findings & observations

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

Write a report on the answers to our questions. (K8) Recall information from experiences to answer a question (K7) Participate in shared research and writing projects

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: \_\_\_\_\_
- ☐ Student Product: Shared writing
- ☐ Performance Event: \_\_\_\_\_
- ☐ Writing for Authentic Audience: \_\_\_\_\_

## Adaptations or Special Strategies (if applicable)

Science 2.3 Identify + analyze systems and the ways their components work together or affect each other.

04/15/13

## School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Dunning/Hagman/Palmer

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 Farmsley-Moremen House ADDRESS 7410 Moorman Rd Louisville, KY 40272 PHONE 502-935-6809

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP May 16, 2013 DEPARTURE TIME 9:00 RETURN TIME 2:00

PURPOSE/EDUCATIONAL VALUE Compare and contrast how people lived in the past to how we live today

SOURCE OF FUNDING FOR TRIP Students/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 67 FACULTY SPONSORS 3 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 70

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.)

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

A. Dunning  
Signature of Faculty Sponsor

4/17/13  
Date

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

Dale Klein  
Signature of Superintendent/Designee

4/17/13  
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: \_\_\_\_\_

\*Waterford  
Park if  
time &  
weather  
permit

# Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Dunning, Hagman, Palmer

Class: 2nd & 1st

Date: 5-16-13

Content Connection: Social Studies Instructional Plan

Targeted Standard: SS-EP-5.1.1

## PRE Activities

Talk about artifacts, primary & secondary sources. How do these help learn about the people and cultures of the past?

## POST Activities

Write entries in journals about their experience on the field trip. (i.e. - making a brick or digging for artifacts)

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

**Choose one post-assessment of learning activity:**

- ☐ Open Response Prompt:
- ☒ Student Product: Student's written response in journal.
- ☐ Performance Event:
- ☐ Writing for Authentic Audience: \_\_\_\_\_

**Adaptations or Special Strategies (if applicable)**