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## School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Beavin, Tobbe, Miles,

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 Louisville Zoo ADDRESS 1100 Trevilian Way  
Lou. KY 40213 PHONE (502) 238-5358

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP May 11, 2016 DEPARTURE TIME 9:00 RETURN TIME 3:10

PURPOSE/EDUCATIONAL VALUE Students will learn about the  
structure and function of an organism.

SOURCE OF FUNDING FOR TRIP Students

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 82 FACULTY SPONSORS 4 OTHER CHAPERONES 20

TOTAL # OF PARTICIPANTS 106

MODE OF TRANSPORTATION

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

☒ CERTIFICATED COMMON CARRIER; SPECIFY Miller Transportation

☐ 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

Kathryn A. Beavin  
Signature of Faculty Sponsor

3/17/16  
Date

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

ma2  
Signature of Superintendent/Designee

3-21-16  
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: Beavin, Tobbe, Miles, and White

Class: Second Grade

Date: May 11, 2016

Class Size: Beavin (20), Tobbe (20), White (21) and Miles (21)  
82 students total

### Instruction Plan

#### PRE Activities

Before the trip students will define and identify functions of an animal. Students will also learn about the natural habitats of some of the animals they will see at the zoo.

#### POST Activities

After the trip students will write a journal entry about the day. and They will also draw an animal, label it, and identify how the animal uses it's body to function in its natural habitat.

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

Reading - learning about habitats before the trip.

Writing - Journal entry about the day

Science - Understanding the structure and function of animals

Choose one post-assessment of learning activity:

☒ Open Response Prompt: Journal Entry

☒ Student Product: Animal illustration and labeling

☐ Performance Event: \_\_\_\_\_

☐ Writing for Authentic Audience: \_\_\_\_\_

Adaptations or Special Strategies (if applicable)

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