

OK

## School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Dill/C. Abell/  
Mantle/ Blackburn  
TYPE OF TRIP (CHECK ONE):  
☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify Thomas  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable)

DESTINATION SCMS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
☐ Out of State ☐ Out of County ☐ Within County  
☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP 11-1-18 DEPARTURE TIME \_\_\_\_\_ RETURN TIME \_\_\_\_\_  
PURPOSE/EDUCATIONAL VALUE compare & contrast charlie & choc.  
Factory Book to play  
SOURCE OF FUNDING FOR TRIP N/A

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

BILL TRIP EXPENSES TO: N/A  
☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_  
NUMBER OF STUDENTS \_\_\_\_\_ FACULTY SPONSORS 5 OTHER CHAPERONES N/A  
TOTAL # OF PARTICIPANTS \_\_\_\_\_

MODE OF TRANSPORTATION N/A - walking  
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 of Faculty Sponsor

\_\_\_\_\_  
Date

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

Jane Anderson  
Signature of Superintendent/Designee

9-27-2018  
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: Dill/Abell/Blackburn/Mantle/Thomas

Class: 3rd Grade

Date: Nov 1, 2018

Class Size: \_\_\_\_\_

## Instruction Plan

### PRE Activities

Students will complete book study of Charlie and the Choc. Factory.

### POST Activities

Students will compare/contrast book to play @ MS.

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

Reading/Writing-

Arts & Humanities - observe & discuss drama performance (including props, mood, char. traits, etc)

Choose one post-assessment of learning activity:

- ☒ Open Response Prompt: (visual in student)
- ☒ Student Product: (comparison sheet)
- ☐ Performance Event: \_\_\_\_\_
- ☐ Writing for Authentic Audience: \_\_\_\_\_

Adaptations or Special Strategies (if applicable)