

## School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Penrod Mallory Whitlock

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 KET ADDRESS 600 Cooper Drive PHONE 800-432-0981  
☐ Out of State ☐ Out of County ☐ Within County Lexington, KY  
☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP 9-16-19 DEPARTURE TIME 9:30 RETURN TIME 2:00  
PURPOSE/EDUCATIONAL VALUE Learning to use technology for  
classroom assignments  
SOURCE OF FUNDING FOR TRIP KET

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY KET

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

TOTAL # OF PARTICIPANTS \_\_\_\_\_

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

Michelle Penrod

Signature of Faculty Sponsor

9-6-19

Date

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

Gina McInnis

Signature of Superintendent/Designee

9/6/19

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: Penrod / Mallory

Class: Language Arts

Date: 9-16-19

Class Size: 53 both classes

## Instruction Plan

### PRE Activities

Students have read Wonder and are assigned to create a movie or some technology representation of the book.

### POST Activities

Students will use what they learn at KET to complete their project.

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

Use digital resources to create and publish products.

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

- ☐ Open Response Prompt: \_\_\_\_\_
- ☒ Student Product: movie or media production
- ☐ Performance Event: \_\_\_\_\_
- ☐ Writing for Authentic Audience: \_\_\_\_\_

### Adaptations or Special Strategies (if applicable)

---

---

---