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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 Jennifer Griffith

TYPE OF TRIP (CHECK ONE):

- ☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify 4th Grade GT Students  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable)

DESTINATION "Pamela Brown Auditorium" Actors Theatre of Louisville ADDRESS 316 W. Main St. (502) Louisville, Ky 40202 PHONE 585-1210

- ☐ Out of State ☒ Out of County ☐ Within County & The Old Spaghetti Factory (Lunch)  
☐ Overnight: give name, address, phone of lodging 235 W. Market St., Louisville, Ky 40202

DATE(S) OF TRIP 12/12/19 DEPARTURE TIME 9:15am RETURN TIME 3:00 pm

PURPOSE/EDUCATIONAL VALUE To provide students the authentic opportunity to experience live theater and the performing arts. This live viewing of the play A Christmas Carol will

SOURCE OF FUNDING FOR TRIP GT Budget & Students also be the culminating activity that concludes their unit on the book "A Christmas Carol"

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

BILL TRIP EXPENSES TO:

- ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY GT Budget

NUMBER OF STUDENTS 19 FACULTY SPONSORS 1 OTHER CHAPERONES 9

TOTAL # OF PARTICIPANTS 29

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

Jennifer A. Griffith  
Signature of Faculty Sponsor

8/29/19  
Date

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

Gina McElvins  
Signature of Superintendent/Designee

10/30/19  
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: 1

# Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Jennifer Griffith

Class: 4th Grade GT Students

Date: 12/12/19

Class Size: 19 4th Grade GT Students

## Instruction Plan

### PRE Activities

Read the book "A Christmas Carol" by Charles Dickens  
Do activities from the Play Guide from Actors Theatre  
Students will participate in a pre-show workshop facilitated by an  
Actors Theatre teaching artist on 12/2/19 from 10:00-10:40 AM in my  
GT classroom.

### POST Activities

Students will write a review of the performance of  
"A Christmas Carol" that they saw at Actors Theatre of  
Louisville.

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

Ask the students essential questions that lead to an  
enduring understanding of the play's meaning and relevance.

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: \_\_\_\_\_
- ☐ Student Product: \_\_\_\_\_
- ☐ Performance Event: \_\_\_\_\_

☒ Writing for Authentic Audience: Students will write a review of the performance  
of "A Christmas Carol"

Adaptations or Special Strategies (if applicable)

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