

# 14 -  
OF

## School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Mantle, Thomas, Abell  
Blackburn, Chesnutt.

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 Science Center ADDRESS 727 W. Main St. PHONE 502-561-6100  
☐ Out of State ☒ Out of County ☐ Within County Louisville

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

DATE(S) OF TRIP Dec 17, 2019 DEPARTURE TIME 9:00 RETURN TIME 2:00

PURPOSE/EDUCATIONAL VALUE The Study of animal habitats

w/ IMax film and other science content throughout the center.

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 128 FACULTY SPONSORS 5 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

Milanie Mantle  
Signature of Faculty Sponsor

Oct 30, 2019  
Date

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

Quamisha  
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

Send copy to lunchroom: ☐ Yes ☐ No

Bus limits: 2 persons per seat

Admission to event provided by sponsor: ☐ Yes ☐ No

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: Mantle, Thomas, Abell, Blackburn, Chesnut

Class: 3rd Grade

Date: Dec 17, 2019

Class Size: 127 3rd Graders

## Instruction Plan

### PRE Activities

- Animal habitat activities in Science

### POST Activities

- Write about the Galapagos Islands and animal habitats specific to those islands after watching a Max movie.

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

Reading, Writing & Science

Choose one post-assessment of learning activity:

☐ Open Response Prompt:

☒ Student Product: Writing about animal habitats

☐ Performance Event:

☐ Writing for Authentic Audience:

Adaptations or Special Strategies (if applicable)