

KF 2

School-Related Student Trip Request Form

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

SCHOOL Spencer County Elementary FACULTY MEMBER(S) SPONSORING TRIP Jennifer Griffith

TYPE OF TRIP (CHECK ONE):

- ☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify GT 5th Grade
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable)

DESTINATION State Capitol Building ADDRESS 700 Capital Ave., Frankfort, Ky 40601 PHONE (502) 564-3449

☐ Out of State, ☒ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 2-5-20 DEPARTURE TIME 9:00 AM RETURN TIME 2:00 PM

PURPOSE/EDUCATIONAL VALUE The purpose of this trip is to provide my GT students with the opportunity to attend the GT Proclamation Ceremony for Gifted Education

SOURCE OF FUNDING FOR TRIP GT Budget

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 30 FACULTY SPONSORS 2 OTHER CHAPERONES 10

TOTAL # OF PARTICIPANTS 42

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

1/14/20
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

Gina McGinnis
Signature of Superintendent/Designee

1/15/20
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: Jennifer Griffith

Class: 5th Grade GT Students

Date: 2-5-20

Class Size: 30

Instruction Plan

PRE Activities

Students will read for background information about when the GT Proclamation Ceremony for Gifted Education month was first started and its purpose. Students will complete a KWL Chart displaying their knowledge of State Government.

POST Activities

Students will finish the KWL Chart (filling in the What I learned section). Students will also complete an open response prompt that reflects on what they learned from the field study.

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

Open Response Prompt

KWL Chart (What I know, What I want to learn, What did I learn)

Choose one post-assessment of learning activity:

- ☒ Open Response Prompt: Something new that I learned on our field study was _____. This was important for me to learn because...
- ☐ Student Product: _____
- ☐ Performance Event: _____
- ☐ Writing for Authentic Audience: _____

Adaptations or Special Strategies (if applicable)
