

9-21 Browning
9-22 Atcher
9-27 Coats

Mr. 9-29 Tobbe 9-30 Dunning
School-Related Student Trip Request Form
SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP

PO #: 2098

A 14.00
K

SCHOOL: SCES FACULTY MEMBER SPONSORING TRIP: Darla Browning
☒ Classroom Field Trip ☒ Class Trip (whole grade), specify Each class is going on separate days
☐ Organization/ Club: each group will need one bus ☐ other (athletic, band, etc.)

DESTINATION: Kentucky Castle ADDRESS: 230 Pisgah Pike Versailles K
☐ Out of State ☒ Out of County ☐ within County ☐ Overnight: 4038

DATE(S) OF TRIP: 9-21, 9-22, 9-27, 9-29, + 9-30 DEPARTURE TIME: 9 am RETURN TIME: 7:00 pm

PURPOSE/ EDUCATION VALUE: to visit the farm to table garden, animals that live at the castle, history of castle, and plant + animal structures at the castle

SOURCE OF FUNDING FOR TRIP: Students

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER: each day will have 10 students
NUMBER OF STUDENTS: 125 FACULTY SPONSORS: 2 to 3 OTHER CHAPERONES: 2 to 3
TOTAL NUMBER OF PARTICIPATES: 125 (by the end of field trips) People each day

MODE OF TRANSPORTATION:

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212 ☒ BUS ☐ VAN
☐ CERTIFIED COMMON CARRIER; SPECIFY _____
☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION: (Attach a list of names of adults accompanying students on trip).

Have all chaperones undergone the required AOC check and been designated by the principal/designee to supervise students? ☒ YES ☐ NO

Darla Browning
Name of Faculty Sponsor

09-06-22
Date

Trip has been: ☐ approved ☐ disapproved. Reason: _____

J. S.
Signature of Superintendent/Designee

9-9-22
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: Bus Limit: 2 persons per seat

\$0.93 per mile

Regular hourly rate for driver; plus overtime

If driver's hours exceed 40 per week.

Overnight lodging: Single room.

Drive time starts 15 minutes before departure and 15 minutes after arrival.

Meals provided by sponsor: ☐ YES ☒ NO
Send copy to lunchroom: ☒ YES ☐ NO
Admission to event provided: ☒ YES ☐ NO

Number of Buses Requested: 1 bus for each day listed

TRANSPORTATION OFFICE USE ONLY:

Drivers: 1. _____ 2. _____ 3. _____

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Mrs. Darla Browning

Class: 4th

Date: 9-21, 9-22, 9-27, 9-29, 9-30

Class Size: 27 (each class will go on their assigned date on the trip)

Instruction Plan

PRE Activities

Plant & animal Structures
Farm to table

POST Activities

Opinion of what they think about
the services offered through the
FFA program at the castle

Reading/Writing/Math/Science/Social Studies/Arts and Humanities Strategies

(Use any that apply)

Reading/Writing - small group, modeling,
questioning, Organizing, and researching
to support details in writing piece.

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: _____
- ☐ Student Product: _____
- ☐ Performance Event: _____
- ☒ Writing for Authentic Audience: Opinion Piece

Adaptations or Special Strategies (if applicable)

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