

School- Related Student Trip Request Form
SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP

PO #: 2123

Rf \$15.00

SCHOOL: SCES FACULTY MEMBER SPONSORING TRIP: Darla Browning

☐ Classroom Field Trip ☒ Class Trip (whole grade), specify 4th
☐ Organization/ Club: _____ ☐ other (athletic, band, etc.) _____

DESTINATION: Kentucky Center for the Arts ADDRESS: 501 W Main Street Louisville, KY 40206
☐ Out of State ☐ Out of County ☐ within County ☐ Overnight: _____

DATE(S) OF TRIP: Dec 1, 2022 DEPARTURE TIME: 9:00am RETURN TIME: around 12:45pm
PURPOSE/ EDUCATION VALUE: At 4. I Make connection between text of a story or drama and visual or oral presentation

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: _____
NUMBER OF STUDENTS: 128 FACULTY SPONSORS: 10 OTHER CHAPERONES: _____
TOTAL NUMBER OF PARTICIPATES: 138

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 11-7-22
Name of Faculty Sponsor Date

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

[Signature] 11-7-22
Signature of Superintendent/Designee 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: 3

TRANSPORTATION OFFICE USE ONLY:

Drivers: 1. _____ 2. _____ 3. _____

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Browning

Class: 4th Grade

Date: Dec. 1, 2022

Class Size: 128

Instruction Plan

PRE Activities

Discuss the background knowledge of
Best Christmas Pageant Ever.

POST Activities

Compare + Contrast play with book
Make connections + reflect on events

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

Reading/Writing
Modeling, small group, one on one, +
behavior expectations

Choose one post-assessment of learning activity:

- ☒ Open Response Prompt: Compare + Contrast Book + Play
- ☐ Student Product: _____
- ☐ Performance Event: _____
- ☐ Writing for Authentic Audience: _____

Adaptations or Special Strategies (if applicable)
