

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

PO #: 2131 #16.00

SCHOOL: SCES FACULTY MEMBER SPONSORING TRIP: Gina Pollett

☐ Classroom Field Trip ☒ Class Trip (whole grade), specify 2nd Grade
☐ Organization/ Club: _____ ☐ other (athletic, band, etc.) _____

DESTINATION: Ky Center for the Arts ADDRESS: 501 W Main St Louisville Ky 40202
☐ Out of State ☒ Out of County ☐ within County ☐ Overnight: _____

DATE(S) OF TRIP: Dec 15 2022 DEPARTURE TIME: 9:30 RETURN TIME: 12:15 Ballet Ends at
PURPOSE/ EDUCATION VALUE: connects to Music Standards tempo, rhythm
Traditional Literature, different cultures

SOURCE OF FUNDING FOR TRIP: _____
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: 132 FACULTY SPONSORS: 9 OTHER CHAPERONES: 0
TOTAL NUMBER OF PARTICIPATES: 141

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

Gina Pollett 11-11-22
Name of Faculty Sponsor Date

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

[Signature] _____
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: _____

TRANSPORTATION OFFICE USE ONLY:

Drivers: 1. _____ 2. _____ 3. _____

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Pollett, Blackburn, Wilcoxson, Miles, Fladung & Johnson
Class: 2nd Grade
Date: December 15, 2022
Class Size: 132

Instruction Plan

PRE Activities

connects w/ Music Class - they break apart the songs and respond & connect to them tempo & rhythm - Traditional Literature different cultures - folktales

POST Activities

compare / contrast cultures

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

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: _____
- ☒ Student Product: Venn Diagram & writing piece of experience
- ☐ Performance Event: _____
- ☐ Writing for Authentic Audience: _____

Adaptations or Special Strategies (if applicable)