

OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE REGULATION - 8005.01-F

FIELD TRIP/BUS REQUEST

Related to Board Policies 8005; 4055  
Related to 8005.001-AR; 8005.001-F

OVERNIGHT  EXTENDED DAY  DAY TRIP ONLY   
(Same day but extends beyond the school day)

School South Oldham Middle School

Employee(s) In Charge Kelsey Johnson Group Choir

Destination ACDA Regional Conference, Louisville KY

Date(s) of Trip 2/21-2/24/24 Time of Departure 8:00 AM

Time of Return 9:00 PM Approximate Mileage (one way)\* 18

Approximate Number of Students 15

Number of Chaperones/Adults 5

TOTAL TRANSPORTED 0

Number of Buses 0 {44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}\*  
\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus) Miller Transportation Buses

\*Common Carriers must be Board approved and should have the 8005.02-F accompanying this form\*

Trip Required or Optional Optional  If optional, indicate student charges:

Transportation (mileage, driver)	\$ _____
Admissions	\$ <u>500</u>
Other	\$ _____
Total	\$ <u>500</u>

Number of Instructional Days Lost 3 1/2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?  
Participation in ADCA regional honor choir.

Requested by Kelsey Johnson Date 8/8/23

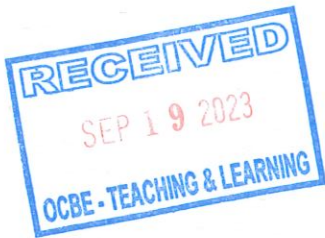
Approved/Disapproved [Signature], Principal Date: 9/19/23

Approved/Disapproved [Signature], Level Director Date: 9/21/23

Approved/Disapproved \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

\*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent. ALL overnight field trips must be approved by the school board and Superintendent. Upon approval, the school will receive an approval letter from Superintendent.

- Adopted: September 2, 1980    Revised: June 19, 1998    Revised: March 25, 2004    Revised: June 28, 2007    Revised: July 17, 2015
- Revised: February 1, 1985    Revised: June 9, 1999    Revised: March 22, 2005    Revised: March 11, 2008
- Revised: September, 1991    Revised: November 23, 1999    Revised: July 27, 2005    Revised: July 16, 2008
- Revised: April 29, 1996    Revised: April 2, 2001    Revised: August 10, 2006    Revised: February 4, 2014



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OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY

School South Oldham Middle School

Employee(s) In Charge Kelsey Johnson

Group Choir

Destination EKU Center for the Arts

Date(s) of Trip 11/10-11-11/23

Time of Departure 8:00 AM

Time of Return 7:00 PM

Approximate Mileage (one way)\* 98

Approximate Number of Students 15

Number of Chaperones/Adults 16

TOTAL TRANSPORTED 0

Number of Buses 0

{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}\*  
\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus) Parents driving

\*Common Carriers must be Board approved and should have the 8005.02-F accompanying this form \*

Trip Required or Optional Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$ <u>0</u>
Admissions	\$ <u>100</u>
Other	\$ _____
Total	\$ <u>100</u>

Number of Instructional Days Lost 1

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

Student participation in KYACDA honor choir.

Requested by Kelsey Johnson

Date 8/8/23

Approved/Disapproved [Signature], Principal

Date: 9/19/23

Approved/Disapproved [Signature], Level Director

Date: 9/21/23

Approved/Disapproved \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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Revised: July 17, 2015



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School South Oldham Middle School

Employee(s) In Charge Kelsey Johnson Group Choir

Destination Galt House, Louisville KY

Date(s) of Trip 2/7-2/8/24 Time of Departure 10:00 AM

Time of Return 8:00 PM Approximate Mileage (one way)\* 18mi

Approximate Number of Students 15

Number of Chaperones/Adults 5

TOTAL TRANSPORTED 0

Number of Buses 0 {44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}\*  
\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus) Parents driving  
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Trip Required or Optional optional  If optional, indicate student charges:

Transportation (mileage, driver)	\$ _____
Admissions	\$ 150.00
Other	\$ _____
Total	\$ 150.00

Number of Instructional Days Lost 1 1/2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?  
Participation in KMEA honor choir.

Requested by Kelsey Johnson Date 8/8/23

Approved/Disapproved [Signature], Principal Date: 9/19/23

Approved/Disapproved [Signature], Level Director Date: 9/21/23

Approved/Disapproved \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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