

**APPENDIX B:
OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST**

Out of state and extended field trips requires Board of Education approval. This form should be completed by the teacher, submitted to the building principal, and then forwarded to the curriculum office at least ten days prior to a Board meeting. If a teacher or other staff member is requesting reimbursement for expenses incurred on a field trip, a Request for Reimbursement form, found in the same location, must accompany this form when submitted to the Board of Education. Staff members will be notified of the Board's decision through the Board meeting summaries.

School: Colerain High School

Grade level, group or classes participating: Honors Music Students

grades 9-12

Employee(s) submitting request: Blake Huffaker

Destination: Nashville

Departure date and time: 3/20/26 7:00 AM Return date and time: 3/21/26 11:59

PM

Please respond to the following questions.

Students

1. What is the educational objective or intent of the trip? What curriculum objectives/grade level indicators does the trip support?

As a part of the trip, students will get to see professional performances in different mediums (musical theater and symphony orchestra). They will tour the Country Music Hall of Fame and RCA Studio B to learn about the history of Country Music.

The educational objectives for this trip come primarily from the Producing/Performing Process Goals.

2. How was the destination selected?

Nashville is close and offers great performances and learning opportunities for our students.

3. How many school days will be missed? How are students going to arrange to make up work in their other classes?

Students will miss one school day. They will be responsible for getting any work they miss

from teachers and completing by the teachers deadline.

4. What pre-trip activities will occur to prepare the students?

Students will learn about the history of country music and prepare a song in that style.

5. How will the students be assessed for accomplishment of the educational objective of the trip?

Students will be observed applying what they learned from the clinician in rehearsals after they return. They will also write about and reflect upon the performances that they watched and what they learned about Country Music.

6. How many students will be participating?

70

7. What are the criteria for student participation?

Students enrolled in Chamber Singers, Wind Symphony, and Chamber Orchestra will be able to participate.

8. What will be the educational alternative provided for students who do not participate in the field trip?

Those who do not participate will watch recordings of performances in class. They will learn what we learned with the clinician when we review as a class after we return.

9. Will any special considerations need to be made for special education students?

No.

Transportation, Lodging and Finances

10. What type of transportation is being used for this field trip? School District buses may not be used if a round-trip distance from the state line to the destination is over 240 miles. Please contact the Transportation Department if you have any questions concerning this.

School District Transportation - I checked into this with Yolanda Palmer and confirmed that the busses may travel up to 1000 miles outside of state lines before crossing back into Ohio. We will be well within this limit (around 700 or less). Drivers will not be driving more than 10 hours in one day.

11. Which, if any, outside vendors are facilitating the trip? (Ex.: travel agents, private buses, airlines, etc.)

No outside vendors - teachers will be booking tickets, lodging, and meals.

12. If students are staying overnight, what is the name, address and phone number of the facility where they will be staying?

TBD

13. Please describe all costs associated with the field trip and how each cost will be covered.

Tickets to Back to the Future the Musical - \$60 paid by student payschools fee
Tickets to Nashville Symphony Orchestra - \$40 paid by student payschools fee
Studio B and Country Music Hall of Fame - \$40 paid by student payschools fee
Group dinner - \$30 paid by student payschools fee
Hotel (split 4 ways) - \$40 paid by student payschools fee
3 meals - \$45 paid by student on trip

14. What provisions will be made to cover student costs if fundraising does not generate enough financial support and/or some students are unable to pay for the trip?

Payment plans will be worked out on a case by case basis with students. If the family cannot afford the payment, they will not be required to attend or punished for not attending.

Parents/Chaperones

15. How are parents being informed about the trip?

Parents will be notified at the beginning of the school year via the handbook and will be sent email and paper notifications as well.

16. There should be at least one chaperone for every 10 students. What will be the adult to student ratio?

1 or more chaperones per 10 students.

17. Which staff members will be serving as chaperones? (Please consult the principal before asking other employees to participate. Please consult the human resources office before asking employees in other Northwest Schools to chaperone.)

Blake Huffaker
Elizabeth Larson
Catherine Hoyer

18. How many parent chaperones will be participating in the field trip? How will the chaperones be chosen? What type of orientation or training will the chaperones receive?

Around 8 parents will chaperone. Any parent will be eligible to participate with parents of upperclassmen receiving priority if there are limited spots. There will be a parent meeting prior to the trip to describe expectations.

Please attach a copy of the itinerary.

All students participating in the field trip must present a permission form signed by the student and parent. The permission form must indicate both parties understand the school rules and the code of conduct. The permission form must also include a liability release.

Friday, March 20th

6:30 AM	Report to CHS
7:00 AM	Busses depart for Nashville, Tennessee
11:30 AM	Arrive at the Nashville Farmers Market for lunch on your own.
12:30 PM	Transfer to Music Row
1:00 PM	Visit the Country Music Hall of Fame
3:00 PM	Free time on Broadway - Live Music and shopping
5:00 PM	Dinner at Ole Red - 300 Broadway
7:00 PM	Walk to Shermerhorn Symphony Center
7:30 PM	Enjoy the Nashville Symphony as they play the music of Dolly Parton
9:30 PM	Return to hotel

Saturday, March 21st

8:00 AM	Breakfast at the hotel
8:30 AM	Depart for Studio B
9:00 AM	Tour Studio B
11:00 AM	Transfer to Assembly Food Hall
11:30 AM	Assembly Food Hall - lunch on your own
1:15 PM	Walk to Andrew Jackson Hall
2:00 PM	Enjoy the Broadway Musical, Back to the Future
4:30 PM	Transfer to the Opry Mills Mall
5:00 PM	Opry Mills Mall - shopping and dinner on your own.
7:00 PM	Depart for Colerain High School
12:30 AM	Arrive at Colerain High School

Signature of Employee: Blake Huffer

Date: 5/21/2025

Approval of Building Administrator: Chris Davis

Date: 5/27/25

Received in the Curriculum Office 5/27/25

Date: 5/27/25

Approval of Administrator in Charge of Curriculum: Frank Muck

Date: 5/27/25