

APPENDIX B:

OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST

Out of state and extended field trips require 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 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 Highschool

Grade level, group or classes participating: 8-12

Employee(s) submitting request: Elizabeth Larson

Destination: Simon Kenton High School

Departure date and time: 9/21 9AM Return date and time: 9/21 7PM

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?

Students perform through MSBA Competition and receive musical critique on their performance.

2. How was the destination selected?

Pre-selected by MSBA organization.

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

N/A

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

Regular marching band rehearsal in preparation of the trip will prepare students.

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

trip? Students receive critique from professional judges.

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6. How many students will be participating?

54 Students will participate.

7. What are the criteria for student participation?

Criteria include paid fees, physicals submitted.

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

Students may watch recording and provide personal critique and input on their performance.

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

N/A

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 1000 miles.

Please contact the Transportation Department if you have any questions concerning this.

School district buses.

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

N/A

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

N/A

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

Busing costs are covered through the band budget.

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?

Students do not pay for trip/is covered by student fees.

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Parents/Chaperones

15. How are parents being informed about the trip?

Parents are informed through email, google classroom and social media

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

We will have four chaperones and 10 adults moving props. There are 54 total members of the band.

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.)

N/A

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?

10 parent chaperones will be joining the field trip.

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.

Signature of Employee	<i>Edwina Lora</i>	Date	09/09/24
Approval of Building Administrator	<i>Ben Davis</i>	Date	9/9/24
Received in the Curriculum Office		Date	
Approval of Administrator in Charge of Curriculum		Date	