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OCT 2 2018
NR-W BUSINESS OFFICE

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST/INSTRUCTIONAL PLAN

INSTRUCTIONS: Refer to **Protocol for Requesting Field Trips** located on page 4 of this form.

School: High School Submitted By: K. Allen, A. Hawley

Title of Trip (include class or club): Class of 2019 Camping Trip

Destination: Allegheny State Park

Departure: 6/14/19 (From School) — Date: 6/14/19; Time: 11 am; Location: HS Bus loop

Return: 6/17/19 (Arrival at School) — Date: 6/17/19; Time: 1:30pm; Location: HS Pool Doors

Number of participating staff: 6-10 Name(s): A. Hawley, K. Allen, C. Peterson...

Number of participating students: 39 ↓ Are staff substitutes needed? yes, on Friday

Is bus transportation needed? yes Approximate number of miles round trip: 300

Will consent forms be secured from **all** parents/guardians? yes

HS ONLY: Will each student complete a teacher sign off sheet for the classes s/he will be missing? yes

What costs are associated with this trip and how will they be paid for?)

Cabin rental, food, student donation + support

✓ Check to indicate you will collect all completed parent permission forms at least one week in advance of the trip, that you will review and confirm medication needs, and that you will be in touch with nurse regarding needs. Specifically:

- If a parent indicates that she/he is going on the trip to administer the medication, you confirm the parent is an approved volunteer and will be attending. If the parent indicated s/he would like the school to bring the medication, you make arrangements to do so with the school nurse and provide the medication to the parent on the trip.

- If a parent gives permission for a close adult friend who will be attending the trip to assist the student with administration, you confirm the adult is an approved volunteer and will be attending. If the parent indicated s/he would like the school to bring the medication, you make arrangements to do so with the school nurse and provide the medication to the adult friend on the trip.

- If a parent indicates their student will be assisted with administration by a staff member who will be attending the trip, you confirm with the nurse that this option is appropriate for the student and that a staff member who has been trained to assist with administration will be attending. You then make arrangements with the nurse to provide the staff member with the medication; AND

- If a parent indicates their student will self-carry and self-administer, the nurse confirms that the student has permission from the parent and guardian to do so (as evidenced on a submitted Authorization for Administering Medication form).

(Continued)

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Instructional Objectives: Be specific. Include prerequisites, proficiency level desired, & measurement.

Team building, some basic survival skills, development of social skills in new environments in preparation for the next stage of their lives.

Preparation: How will the students be prepared for the trip as an instructional activity?

Preplanning for physical materials and group work in order to co-exist in weekend living environment

On trip: What instructional activities will occur on the trip?

Group activities and challenges fostering team work. Facilitating "how-tos" on building camp fires and basic camping strategies

Follow-up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?

We will debrief upon arrival, talking about successes and room for improvement. Students will share photos and memories.

CORRELATION

Name the subject matter area(s) to which the experiences of this trip will correlate; explain in what way the trip correlates.

English - communication, Science - environmental awareness, fire building, Physical Education - multitude of opportunities there

PROVISIONS FOR CONTINUITY OF SCHOOL WORK

What instructional provisions have been made to help participants keep up with other classes that they will miss?

Students will have notified teachers (per permission slip) prior to leaving to ensure they have completed all work ahead of time.

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

Students will continue with their normal schedule to finalize work for the year.

(Continued)

NORTH ROSE-WOLCOTT CENTRAL SCHOOL DISTRICT
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PRINCIPAL'S REMARKS:

Approved ✓ Not Approved_____

Cost_____ Pending PO# _____

To Budget Code _____

Comments: The cost will vary depending on number of students attending. Transp. cost required to be covered by the District

Senior class funds

Signature _____ Date 10/1/18

BUSINESS EXECUTIVE ACTION:

Approved ✓ Not Approved_____

Comments: BOE approval required

any student who desires to go but cannot due to financial need will not be turned away

Signature _____ Date 10/5/18

SUPERINTENDENT'S REMARKS:

Approved ✓ Not Approved_____

Comments:

Signature _____ Date 11/7/18

BOARD OF EDUCATION ACTION: (If required)

Date of Board Resolution_____

Approved_____ Not Approved_____

Protocol for Requesting Field Trips

- Effective July 19, 2018, all field trip requests must be made using the Revised 7/9/18 version of the *NORTH ROSE – WOLCOTT CENTRAL SCHOOL DISTRICT FIELD TRIP REQUEST/INSTRUCTIONAL PLAN* form.
- The following information is to be completed by the staff member:
  - Complete pages 1 and 2 of the field trip request form.
  - Complete any appropriate funding forms.
    - If the request is to be funded through Arts in Education (AIE), attach a completed *Wayne-Finger Lakes BOCES ARTS-IN-EDUCATION PROGRAMS Request for Visiting Artists/Experts/Field Trips* form.
    - If the request is to be funded through normal budget appropriations, attach a requisition form so that a purchase order may be created.
  - Complete a *School Transportation Request* form, if appropriate.
  - Submit all completed paperwork, together, to your principal or appropriate administrator so that it is **received**:
    - Field trips requiring AIE funding – a **minimum of eight weeks prior** to the date of the trip
    - All other trips – a **minimum of four weeks prior** to the date of the trip
- The following information is to be completed by the administrator:
  - Field trip request form – Principal's Remarks section – all sections completed
  - School Transportation Request form (if applicable)– Signature and date
  - AIE form (if applicable) – Signature next to the name of the building contact
  - Pending purchase order (if applicable) with signature
  - Submit all completed paperwork, together, to the Assistant Superintendent for Business and Operations so that it is **received**:
    - Field trips requiring AIE funding – a **minimum of six weeks prior** to the date of the trip
    - All other trips – a **minimum of two weeks prior** to the date of the trip

Please note that any submissions made without all supporting paperwork completed, in its entirety, will be returned. This will delay the process and may result in missing the timelines outlined above. Requests not complying with identified timelines will not be approved.

- Requests received in the business office within required timeline:
  1. School Transportation Request will be sent to the transportation department to verify availability of bus and driver (if applicable).
  2. Once transportation availability has been verified and the form has been returned to the business office, the Assistant Superintendent for Business and Operations will review all paperwork and approve, or disapprove, as appropriate.
  3. Copies of requests, with approval or disapproval, will be returned to the appropriate building and the transportation department (if applicable).