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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: NR-W Middle School Submitted By: 8th grade Honors Trip Jamie Smith-Bundy/Laura Bedell Alex Richwalder/Kristin Defco

Title of Trip (include class or club): 8th Grade Honors Trip

Destination: New York City

Departure: Friday 5/10/19 6:45 am. NRW Elem. bldg.
(From School) Date Time Location

Return: Sunday 5/12/19 9:00 pm. NRW Bldg.
(Arrival at School) Date Time Location

Number of participating staff: 4 Name(s): Advisors - Jamie Smith-Bundy, Laura Bedell Alex Richwalder, Kristin Defco (tube approved)

Number of participating students: 41 Are staff substitutes needed? yes for advisors

Is bus transportation needed? NO * tour company taking care of bus* Approximate number of miles round trip: 600

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? NA

What costs are associated with this trip and how will they be paid for?) Students ($560 - deduct fundraising) adults - $760. (Arts in Ed $ will also be used to offset cost)
① School dance, ② Musical concession stand, ③ Bowl-a-thon ④ Spaghetti dinner ⑤ Gertrude Hawk chocolate.

INSTRUCTIONAL OBJECTIVES
Be specific – include prerequisites, proficiency level desired, and measurement.

Prerequisities ① average of 85 or above, 75 for IEPs/504, ② 9% or < attendence (not chronic), acceptable student behavior as determined by admins & Honor trip advisors. Proficiency - maintain prerequisites each quater. Assistant principal reviews status.

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

All grade levels are informed of this trip and prerequisites each year in town hall. Students in 8th grade who are eligible to attend an information night in regards to the trip/NYC/expectations in the fall (held 10/18). Honors Students/Advisors meet 1.2 times a month to prep for trip. The trip is linked to 8th grade Soc. St. + Tenement houses.

(Continued)

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

* See Memo titled "Activity | Resources"

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

The honors trip students | Advisors will meet to review what was learned on the trip. Each student will write an essay in regards to the trip / what they learned to tell younger peers about it.

CORRELATION

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

See attached itinerary and link to subject areas | standards and each event.

PROVISIONS FOR CONTINUITY OF SCHOOL WORK

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

A list of the students attending the trip has been shared with staff to ensure all students attending the trip stay up on their work. Grades will be pulled every 5 weeks. Students will gather all work going to be missed and complete.

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

Students who will not participate in the field trip will continue with their regular classes | schedule.

(Continued)

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

Approved ✓ Not Approved _____

Cost $7500 Pending PO# _____

To Budget Code AIE

Comments: _____

Mark Mathews 11.29.18
Signature Date

BUSINESS EXECUTIVE ACTION:

Approved ✓ Not Approved _____

Comments: AIE request is only for $7,000.00, not $7,500.00.

R Magin 1/17/19
Signature Date

SUPERINTENDENT'S REMARKS:

Approved _____ Not Approved _____

Comments: _____

_____ _____
Signature Date

BOARD OF EDUCATION ACTION: (If required)

Date of Board Resolution _____

Approved _____ Not Approved _____

Protocol for Requesting Field Trips

- Effective July 10, 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).