RECEIVED

JAN 15 2020

NR-W DISTRICT 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: HS Submitted By: Jennifer Judge

Title of Trip (include class or club): FBLA State Leadership Conference

Destination: Rochester Riverside Convention Center

Departure: 4/1/20 (From School) Date | 10 am Time | HS Location

Return: 4/3/20 (Arrival at School) Date | 2 pm Time | HS Location

Number of participating staff: 1 Name(s): Jennifer Judge

Number of participating students: 5 Are staff substitutes needed? yes

Is bus transportation needed? yes Approximate number of miles round trip: 95

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?) $470/student paid for by club funds

X 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)

RECEIVED

JAN 24 2020

NR-W BUSINESS OFFICE

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

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

Students will compete in business/career related events, attend leadership workshops and vote for state officers

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

All meetings throughout the year are dedicated to preparing students for this conference

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

Competitive events in business and career related topics, leadership workshops, and voting for state officers

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

If students qualify for Nationals, preparation for that will begin. Otherwise members will begin preparations for next year.

CORRELATION

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

Business subjects: all activities at the conference relate to furthering students' knowledge of work/business

PROVISIONS FOR CONTINUITY OF SCHOOL WORK

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

During downtime, students can work on school work

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

Students who miss the trip can prepare for next year.

(Continued)

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

PRINCIPAL'S REMARKS:

Approved X Not Approved _____

Cost approx $2350 Pending PO# _____

To Budget Code Club funds

Comments: overnight FBLA

Signature 1-7-20 Date

BUSINESS EXECUTIVE ACTION:

Approved ✓ Not Approved _____

Comments: Pending BOE approval

R Magin 1/27/20
Signature Date

SUPERINTENDENT'S REMARKS:

Approved _____ Not Approved _____

Comments: _____

Signature Date

BOARD OF EDUCATION ACTION: (If required) yes

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).

NORTH ROSE-WOLCOTT HIGH SCHOOL
FIELD TRIP PARENT/GUARDIAN CONSENT/MEDICAL INFORMATION

Dear Parent/Guardian,

The FBLA (class or club) of which your child is a member has a scheduled field trip activity on 4/1/2020 (date) to Rochester Convention Center for State Leadership Conference (destination). The group will be leaving at 10am (time) and plans to return to school at 2pm (time) on 4/3/2020 (date). The trip is an optional school activity and as such must have the consent of the parent/guardian. The group is going to be transported by means of bus. The District has verified that a licensed individual will be driving and that he/she has insurance coverage with a minimum liability limits as required by New York State law. Please sign and return this form by _____ (date).

Sincerely,

Jennifer Judge
(Teacher/Advisor)

FIELD TRIP PARENTAL CONSENT

I hereby give permission for my child, _____ (child's name), to participate in the school-sponsored education field trip described above.

MEDICAL INFORMATION

Name of family doctor: _____ Doctor's Phone Number: _____

Will your child need to take any medication while on this trip? _____ If YES, choose an option:

_____ You will be going on the trip as a chaperone to administer the medication to your student. In this case, you must be an approved district volunteer and receive permission to attend from the staff member who is organizing the trip. Check the following line if you would like the school (rather than you) to bring the medication on the trip: _____

_____ You are giving permission for a close adult friend who will be attending the trip to administer the medication to your child. If you are choosing this option, provide this person's name: _____. Check the following line if you would like the school (rather than you) to provide the adult friend with the medication: _____

_____ You are giving permission for a staff member who will be attending the trip to supervise your child and assist with medication as directed by your child. The nurse will evaluate whether this is a viable option for the student. If approved, the school will provide the medication in this case.

_____ You are giving permission for your child to self-carry and self-administer the medication. In order to select this option, you and the physician must have indicated on the Authorization for Administering Medication form that you child can self-carry and self-administer on school-sponsored events. In this case, the student will bring the medication with him/her and self-administer without assistance.

Should emergency medical services be required for your child during the trip, medical personnel will be contacted immediately.

_____ (parent/guardian printed name)

_____ (parent/guardian signature)

_____ (phone number)

North Rose-Wolcott High School **Field Trip Teacher Permission Form**

Field Trip Title: FBLA State Leadership Conference

Date of Trip: 4/1/2022 → 4/3/2022 **Time(s) of Trip:** 10am → 2pm

Student Name: _____ **Letter Day (circle one):** A B C D

Every course needs to be completed except study hall.
Turn in to the field trip supervisor at least one week prior to the trip.

Period	Course	Teacher Signature	Teacher Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			

Teacher signature indicates the teacher supports the student attending the trip. Teachers may choose to provide notes only (no signature) to indicate why they feel the student should not attend the trip. The final decision on whether the student will attend the trip will be made by building administration, based on (a) whether the form is completed in full and (b) the contents of the form.