

Overnight

Administrative Procedure

Request for Field Trip

Teacher's Name Melissa Logan School Black Oak

Destination (include address) St. Louis Zoo, One Government Dr. St. Louis MO 63110

The request is for a field trip listed in the current board-approved edition of the Obion County School District's Field Trip Manual

The request is for a field trip which is not listed in the current board-approved edition of the Obion County School District's Field Trip Manual

Grade Level (elementary) 5th-8th Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? Promote creative thinking

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:

- a. Read scavenger hunt questions (City Museum)
- b. Research animal of interest (Zoo)
- c. Prepare + give presentation to class on the animal
- d. _____

3. Follow-up activities for this unit will include the following activities:

- a. Report answers to scavenger hunt questions
- b. Report behaviors they witnessed in animal they reported on to the class.
- c. _____
- d. _____

4. Transportation Requested: No

5. Date of Trip: May 12 - May 13, 2011

6. Substitutes Requested (if necessary): yes

7. Parental Permission Forms Received: yes

8. Plans of Students Not Going On Trip: St. will continue normal class routine since this is a Plus trip + not a class trip.

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9. List of Chaperones (All High School trips must have 1 chaperone per 20 students. All Elementary trips must have 1 chaperone per 10 students. Overnight field trips require board-approved chaperones):

Melisa Logan

Jenny Wilder

Blinda Gurien

Shanna Ferguson

Cande Taylor

(every st. has a parent attending except one)

10. What is the total number of students going on the trip?

12

11. How much regular classroom instructional time will be missed?

2 days

12. What is the approximate cost of the trip per student?

\$250.00 - pays for charter bus, admissions, motel meal

13. How are you funding the trip?

Plus Fundraising / Account

14. Place a check by the expenses you plan to submit for reimbursement:

(1) Registration

(2) Meals

(3) Lodging (include name of hotel and cost per night)

(4) Mileage

(5) Other anticipated expenses such as parking (specify)

Signed: Melisa Logan

(Teacher Requesting Trip)

Date: 02/04/11

Approved By: Sheela Stone

(Signature of Principal)

Date: 2/04/11

Approved By: Hal Hillwell

(Signature of Assistant Director of Schools)

Date: _____

Approved By: _____

(Signature of Director of Schools)

Date: _____

Approved by Board (if necessary): _____

Remarks or Conditions: _____

February 3, 2011

Dear Mr. Huss,

I am requesting to be placed on the agenda for the school board meeting to be held in March, 2011. This is regarding an overnight trip for the Black Oak PLUS Class to travel to the St. Louis Zoo for a guided tour and exploration. We will investigate the City Museum in St. Louis on the following day.

We will depart from Black Oak School on May 12 and return on May 13, 2011. West Tennessee Motor Coach is providing the services for our charter bus. I faxed the tentative itinerary for the trip along with this request.

Sincerely,

A handwritten signature in black ink that reads "Melissa Logan". The signature is written in a cursive style with a large, looped "M" and "L".

Melissa Logan
Black Oak Guidance/Plus

Black Oak PLUS Trip Tentative Itinerary May 12th-13th, 2011**May 12, Thursday**

6:00 am Meet at Black Oak School back parking lot/load bus (bring own breakfast/drinks)
6:15-10:15 am Travel to St. Louis Zoo
10:15-10:30pm Get tickets/Get into groups
10:30-12:00pm Guided tour of the Zoo
12:00-4:15pm Eat lunch/Explore Zoo on your own
4:15p-4:45pm Meet/load bus/travel to *Longhorn Steakhouse* for supper
4:45-6:30pm Eat Supper/Leave for hotel
6:45pm-????? Arrive at hotel/swim/relax/watch TV/sleep
(Drury Inn & Suites St. Louis Fairview Heights, IL)

May 13, Friday

7:30-9:00am Eat free continental breakfast at hotel/pack/leave hotel
9:30am Arrive at City Museum
9:30-11:45am Explore City Museum
11:45-12:45pm Partake in the all-you-can-eat pizza buffet at City Museum
12:45-3:45 pm Explore City Museum
3:45-4:00pm Meet to return home/load bus/ Depart City Museum and travel toward home
4:00-6:00pm Travel in bus
6:00-7:00pm Eat at McDonald's (somewhere near Benton, MO)
7:00p-9:00pm Travel home
9:00pm Arrive at Black Oak School