

Administrative Procedure

Request for Field TripTeacher's Name Amanda Spicer, Teresa Cook School HillcrestDestination (include address) Chicago, IL (See attached)

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) 3-8 PLUS Subject Area (secondary) _____

1. How is this trip an integral part of an approved course of study? We will be visiting attractions that can be academically tied to academic areas.

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

a. Prior to the trip, students will be expected to research the attractions. They will be expected to

b. write a small report for each attraction about what they hope to see, learn, and experience.

c. _____

d. _____

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

a. After visiting each attraction, we will reflect on the reports written in the preliminary activity

b. to see what students learned and what they gained from the experience.

c. _____

d. _____

4. Transportation Requested: Will be requested after approval.

5. Date of Trip: May 21-24, 2015 We will leave after school on the half day.

Needs Board Approval

6. Substitutes Requested (if necessary): 0

7. Parental Permission Forms Received: Will be sent home closer to field trip.

8. Plans of Students Not Going On Trip: If school is in session, they will remain with their classmates in class. If no school they will remain at home.

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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):

Amanda Spicer and Teresa Cook

Other teachers going as parents are Michelle Buchanan, Melody Baker, Courtney Gantt.

10. What is the total number of students going on the trip? about 31
11. How much regular classroom instructional time will be missed? None if school is out. If in, 1.5 days.
12. What is the approximate cost of the trip per student? ~ \$300.00 but will be raised with fundraising.
13. How are you funding the trip? Fundraisers
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: Amanda Spicer Date: 11/13/14

(Teacher Requesting Trip)

Approved By: Patricia Rogers Date: 11/13/14

(Signature of Principal)

Approved By: William Hillwell Date: _____

(Signature of Assistant Director of Schools)

Approved By: Timothy J. La Date: 11-18-14

(Signature of Director of Schools)

Approved by Board (if necessary): _____

Remarks or Conditions: _____

Shedd Aquarium
1200 S Lake Shore Dr.
Chicago, IL 60605

Navy Pier
600 E Grand Ave.
Chicago, IL 60611

Skydeck Chicago
233 S Wacker Dr.
Chicago, IL 60606

LEGOLAND Discovery Center
601 N Martingale Rd.
Schaumburg, IL 60173

Museum of Science and Industry
5700 S Lake Shore Dr.
Chicago, IL 60637

Adler Planetarium
1300 S Lake Shore Dr.
Chicago, IL 60605

We will probably only make reservations at 4 attractions. Pending approval, we will call for availability of the top four attractions first. If needed, we will fall back on the bottom two attractions.

Pending approval, we will find a hotel with the best rate that we can.