

## APPENDIX B:

### OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST

Out of state and extended field trips require Board of Education approval. This form should be completed by the teacher, submitted to the building principal, and then forwarded to the curriculum office at least ten days prior to a Board meeting. If a teacher or other staff member is requesting reimbursement for expenses incurred on a field trip, a Request for Reimbursement form must accompany this form when submitted to the Board of Education. Staff members will be notified of the Board's decision through the Board meeting summaries.

School: Colerain High School

Grade level, group or classes participating: Colerain Marching Band (grades 8-12)

Employee(s) submitting request: Elizabeth Larson

Destination: Lucas Oil Stadium

Departure date and time: 4AM 11/14/24 Return date and time: 11AM 11/14/24

Please respond to the following questions.

#### Students

1. What is the educational objective or intent of the trip? What curriculum objectives/grade level indicators does the trip support?

**The educational intent of this trip is to allow students to perform and receive feedback from professional judges and apply it to future performances.**

2. How was the destination selected? **Destination was selected after consideration of location of competitions for the season and performing bands in attendance to these competitions.**

3. How many school days will be missed? How are students going to arrange to make up work in their other classes? **One (1) day will be missed. Students will be responsible for any missed work in other classes and are aware of this responsibility.**

4. What pre-trip activities will occur to prepare the students? **Pre-planning any materials they**

**need to bring such as snacks on the bus, clothing/uniforms undergarments, etc.**

5. How will the students be assessed for accomplishment of the educational objective of the trip? **Students will be assessed using feedback from adjudicated board of professional present at competition.**

14

#### **OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST**

6. How many students will be participating? **55 Students will be participating.**

7. What are the criteria for student participation? **Any student with previous disciplinary issues will be assessed on an individual level to determine if they are eligible to participate. Students must meet attendance requirements for practices to determine eligibility for participation.**

8. What will be the educational alternative provided for students who do not participate in the field trip? **Students who are unable to participate will contribute to group feedback after the group returns and assesses our feedback from the judges.**

9. Will any special considerations need to be made for special education students? **No.**

#### **Transportation, Lodging and Finances**

10. What type of transportation is being used for this field trip? School District buses may not be used if a round-trip distance from the state line to the destination is over 1000 miles. Please contact the Transportation Department if you have any questions concerning this.  
**School District buses will be used.**

11. Which, if any, outside vendors are facilitating the trip? (Ex.: travel agents, private buses, airlines, etc.) **N/A**

12. If students are staying overnight, what is the name, address and phone number of the facility where they will be staying? **N/A**

13. Please describe all costs associated with the field trip and how each cost will be covered. **Bus costs are covered through the band's activity budget. Food/concession costs are covered by each student individually.**

14. What provisions will be made to cover student costs if fundraising does not generate enough financial support and/or some students are unable to pay for the trip? **N/A**

15

#### **OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST**

##### **Parents/Chaperones**

15. How are parents being informed about the trip? **Parents are being informed through email and in-person meetings leading up to the trip.**

16. There should be at least one chaperone for every 10 students. What will be the adult to student ratio? **55 Students and 10 Chaperones will be present.**

17. Which staff members will be serving as chaperones? (Please consult the principal before asking other employees to participate. Please consult the human resources office before asking employees in other Northwest Schools to chaperone.) **N/A**

18. How many parent chaperones will be participating in the field trip? How will the chaperones be chosen? What type of orientation or training will the chaperones receive? **At least 10 (ten) chaperones will be present. 10 parents move props, and 3-4 more chaperones are present on the buses. Parent chaperones have background checks run and are made aware of all field trip/performance etiquette and requirements.**

**Please attach a copy of the itinerary.**

**4AM: depart from CHS**

**5:30 AM arrive in Lucas Oil South parking lot**

**7-7:45 warmup**

**8:00AM: Perform**

**9:00AM eat, watch other bands perform, visit vendors**

**11:00 AM depart for CHS**

All students participating in the field trip must present a permission form signed by the student and parent. The permission form must indicate both parties understand the school rules and the code of conduct. The permission form must also include a liability release.

Signature of Employee	<i>E. Elizabeth Lanza</i>	Date 10/23/24
Approval of Building Administrator	<i>Chris Davis</i>	Date 10/25/24
Received in the Curriculum Office	<i>B.M.</i>	Date 10/25/24
Approval of Administrator in Charge of Curriculum	<i>Brenda K. Miller</i>	Date 10/25/2024