

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

Out of state and extended field trips requires 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, found in the same location, 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, Northwest High School**

**Grade level, group or classes participating:**

Colerain Band, Orchestra and Choir 9-12, Northwest Band, Orchestra and Choir 9-12

**Employee(s) submitting request:** Angela Jackson, Jacob Page, Blake Huffaker, Tim Huening, Cassie Crawford, Matt Maratta, Glen Greenwood, Erica Fleischman

**Destination:** Orlando, Florida

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**Departure date and time:** Wednesday April 6th, 2022 approx. 12:30pm

**Return date and time:** Monday, April 11, 2022, 4:30pm

**Please respond to the following questions.**

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

- The educational objectives for this trip come primarily from the Producing/Performing Process Goals.
- 2PR Prepare and perform accurately a varied repertoire of ensemble music showing continual individual improvement in performance ability above the level of complexity found in the literature chosen
- .4PR Perform a leading part in an ensemble demonstrating superior ensemble skills.
- To learn about American Culture and Art through experiencing in Orlando, Florida
- To perform authentically professional concerts for an international audience.

**2. How was the destination selected?**

Disney provides top notch musical/educational experiences through clinics and performance opportunities.

**3. How many school days will be missed? How are students going to arrange to make up work.**

2.5 school days will be missed. Students will be required to ascertain the missed assignments and will be given several hours to work on them as we travel. They will be responsible for turning in the completed work.

**4. What pre-trip activities will occur to prepare the students?**

Rehearsal for performances in each ensemble.

Mandatory meeting to explain expectations and itinerary for the trip.

**5. How will the students be assessed for accomplishment of the educational objective of the trip? Performance reviews and reflections after the trip.**

**6. How many students will be participating**

Approximately 125

**7. What are the criteria for student participation? Member in good standing with the ensemble and the school. Ability to pay the travel expenses.**

**8. What will be the educational alternative provided for students who do not participate in the field trip? Students will prepare in a similar fashion as the attendees.**

**9. Will any special considerations need to be made for special education students?**

As needed based on enrollment in the trip.

**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 240 miles.**

Charter Bus possibly Lakefront Lines

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

Bob Rogers Travel - Mike Crandell

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

Buena Vista Suites or similar

**13. What is the total cost per student? Approx. \$1179.00.**

**14. How is the trip being funded? 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?**

Trip is funded through student payments and music department fundraising.

Students are not required to go on the trip and will not be penalized for not attending.

**Parents/Chaperones**

**15. How are parents being informed about the trip?**

Parents meeting and brochures.

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

At least one adult for every 10 students.

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**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.)**

Blake Huffaker, Jacob Page, Angela Jackson, Matt Marrata, Tim Huening, Cassie Crawford, Glen Greenwood, Erica Fleischman

**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?**

Approx. 15-20 Chaperones

Chaperones will be chosen by interest and experience and they will pass district background check.

Training will happen at a chaperone meeting where expectations will be explained.

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

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 Date:  Blake Huffaker

Approval of Principal Date: **Jack Fisher 4/1/2021**

Received in the Curriculum Office Date: *5/10/21*

Approval of Administrator in Charge of Curriculum Date:

*Brenda R. Miller 5/10/21*

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

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School:

**Northwest High School**

Grade level, group or classes participating:

**Marching Band, Orchestra, & Choir**

Employee(s) submitting request:

**Timothy Huening, Glen Greenwood, Matt Marratta, & Cassandre Crawford**

Destination:

**Orlando, Florida**

Departure date and time:

**April 6, 2022 1:30 PM**

Return date and time:

**April 11, 2022 4:30 PM**

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?

*This field trip will provide a truly authentic professional performance opportunity as the band, orchestra, and show choir perform in a workshop at one of the Walt Disney World Parks. The workshop(s) will bring together every aspect of musical knowledge and performance technique from sight reading to performance. This will be a once in a lifetime and very worthwhile education experience.*

*Students will:*

*A. Develop vocal and/or instrumental solo and/or ensemble performance skills to include performance through traditional classical and other notations.*

*B. Develop, analyze and apply appropriate criteria to evaluating pieces of music and musical performances within and outside the classroom.*

*C. Read, write, improvise, compose and describe varied types of musical repertoire using vocabulary that demonstrates an understanding of the language of music appropriate to the genre and culture.*

*D. Recognize the roles of vocational and avocational musicians in learning, creating and performing across history and cultures, with focus on the function of music in society.*

*E. Apply study, performance and collaborative skills learned and used in music to other*

arts and non-arts subject areas.

*Please see the attached pages discussing how the National Core Arts Standards are met through the workshops we will be taking part in.*

2. How was the destination selected?

*The location was selected by the Disney Magic Music Days Program to provide a unique performance opportunity for the students in band, orchestra, and choir.*

3. How many school days will be missed? How are students going to arrange to make up work in their other classes?

*The students will miss 2 days of school. Students will gather work before departing and will complete work on trip to Orlando or over Spring Break.*

4. What pre-trip activities will occur to prepare the students?

*The pre-trip activities that will happen prior to departing is meetings with students and parents, rehearsals to prepare music, and planning with the staff.*

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5. How will the students be assessed for accomplishment of the educational objective of the trip?

*The students will be assessed for accomplishment of the education objective of the trip by their performance*

6. How many students will be participating?

*100 students will be attending the trip.*

7. What are the criteria for student participation?

*The criteria for student participation is enrollment in Marching Band, Choir, and/or Orchestra classes.  
Also, they must have the ability to pay the travel expense (Directly to the company)*

8. What will be the educational alternative provided for students who do not participate in the field trip?

*Not all students will attend the field trip as it is not required. Since it is not required, there will be no educational alternative.*

9. Will any special considerations need to be made for special education students?

*As needed based on enrollment in the trip.*

### **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 240 miles. Please contact the Transportation Department if you have any questions concerning this.

*We will be chartering buses from Cardinal Transportation (Columbus, OH) based on the price they submitted to Bob Rogers Travel.*

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

*We will be using Cardinal Transportation (Columbus, OH) for the charter buses and Bob Rogers Travel for the tour guide we will have in Orlando*

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

*Springhill Suites Orlando – Flamingo Crossing Town Center/Western Entrance  
13279 Flamingo Crossing Blvd.  
Winter Garden, FL 34787  
Phone: (407) 507-1200*

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*Or Similar*

13. What is the total cost per student?

*The cost of the trip \$1279.00*

14. How is the trip being funded? 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?

*Trip is funded through student payments and music department fundraising. Students are not required to go on the trip and will not be penalized for not attending.*

### **Parents/Chaperones**

15. How are parents being informed about the trip?

*The parents will receive letters mailed home, will attend meetings, electronic communications, etc.*

16. There should be at least one chaperone for every 10 students. What will be the adult to student ratio?

*There will be 1 parent for every 10 students*

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.)

*The staff members that will serve as chaperones will be Timothy Huening, Glen Greenwood, Matt Marratta, & Cassandre Crawford*

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?

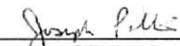
*We will have 10-15 parent chaperones. Parents will be finger printed and will attend a mandatory chaperone meeting.*

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

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.

  
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Signature of Employee

2/23/2021  
Date

  
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Approval of Principal

2/26/21  
Date

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Received in the Curriculum Office

5/10/21  
Date

  
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Approval of Administrator in Charge of Curriculum

5/10/21  
Date