

FORM

2016

8460F

1 of 3

INSTRUCTION

FIELD TRIP REQUEST FORM

INSTRUCTIONS

Prepare in triplicate and submit via the principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip and three (3) weeks prior to the scheduling of a trip during school hours.

IDENTIFICATION

School JW Leary Junior High Submitted by Alan Oliver

Destination Washington, D.C.

Group JH Field Experience Advisor(s) Jay Czajkowski

Departure 5/8/18 12:00 pm to Washington DC.
Date Time Location

Return 5/12/18 7:00 pm (approx) return to Massena, NY.
Date Time Location

Number of days school will be missed: 2.5 Estimated Cost 700.00

Anticipated fundraising yes X3 (Indian River, Rada, Club Choice)

Number of participating staff 14 Name(s) Jay Czajkowski, Janet Gerace,
Alan Oliver, others TBD

Are substitutes needed? yes (8/9)

Number of students 135 No. of chaperones 14

Is bus transportation needed? yes Approximate number of miles round trip 1100 miles

Will consent forms be secured from all parents/guardians? yes

INSTRUCTION OBJECTIVES (Be specific. Include prerequisites, proficiency level desired and measurement)

Students will visit and explore historical sites they have learned about in Grades 7 and 8. Students will have activities to do at various sites to document their learning.

FORM

2016

8460F

2 of 3

INSTRUCTION

ACTIVITIES

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

Students will have meetings ahead of the trip to explain the activities and the expectations for how they are done.

On trip (What instructional activities will occur on the trip?)

Students will participate in various visits and tours of historical sites and be asked to find/record information.

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

Students work will be evaluated by the chaperones at the end of each day and at the end of the trip.

PROVISIONS FOR CONTINUITY OF SCHOOL WORK

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

Accommodations are made within the building, students are given work ahead of time and all missed work is required.

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

Instruction continues for students remaining @ school.

(Continued)

FORM

2016


8460F
3 of 3

INSTRUCTION

FIELD TRIP REQUEST FORM

PRINCIPAL'S REMARKS

Approved Not Approved


Signature

11/27/2018
Date

Comments: additional chaperones will added
as final numbers come in and people

make their decisions about chaperoning or not. We have
more than enough interested, just need to
finalize the list.

SUPERINTENDENT'S REMARKS

Approved Not Approved


Signature

11/28/18
Date

Comments: _____

