

WARREN COUNTY SCHOOL DISTRICT  
Warren, Pennsylvania  
REQUEST FOR FIELD TRIP

Requested by (One contact person only): Jeweline Bell School: EMHS  
First and Last Name Use District Acronym  
 Home Phone Number: (814) 657-2136 (Do not enter school's phone number.)

Grade Level/Group/Club/Planned Instruction: Spanish III, IV (current 10<sup>th</sup> and 11<sup>th</sup> graders)  
 Field Trip to (Actual destination): The Yucatan Peninsula  
Mérida, Valladolid, and more. The Yucatan, Quintana Roo, MX  
City State Roo Country

Name of Event (if applicable): \_\_\_\_\_

Date(s) of Field Trip: 06/15/08 Overnight: Yes ☒ No ☐  
(MM/DD/YY)

Departure Time (include AM or PM): \_\_\_\_\_ Return Time: \_\_\_\_\_

Teacher(s)/Adult Sponsor(s): Jeweline Bell, additional chaperone Travis Myler

Number of Chaperones: 2 Number of Students: 12 (minimum of 6)

Will there be handicapped students or adults participating in the field trip who require special transportation or accommodations? Yes ☐ No ☒

If Yes, briefly describe the provisions which have been made and indicate the building contact person who can provide additional information. Contact: \_\_\_\_\_  
 Description: \_\_\_\_\_

*A parental consent form must be on file.*

Give a detailed explanation on page 2 of the form of the educational benefit of the trip, including the PA Academic Standards addressed.

Cost of Trip: Complete all - if not applicable, enter a zero for the dollar amount.

Total student/parent expenses, including "pocket money": \$ \_\_\_\_\_  
(Example: 20 students X \$20 each, enter total of \$400)

Total transportation costs paid by student/parent: \$ \_\_\_\_\_

Total of student/parent expenses (add the two items above): \$ \_\_\_\_\_

Incidental costs (meals, admission, etc.) paid by (PTO, Club, Grant, etc.): \$ \_\_\_\_\_

Itemize incidental costs: \_\_\_\_\_

Transportation costs paid by (PTO, Club, Grant, etc.): \$ \_\_\_\_\_

**District Costs:**

Transportation costs paid by WCSD: \$ 0

Substitute teacher expenses: \$ 0

Other WCSD costs (itemize): \$ 0  
(must submit invoices and/or receipts)

Total cost of field trip: \$ \_\_\_\_\_

☐ Form WCSD-42A attached if this is a club, athletic, international, or overnight trip

## WARREN COUNTY SCHOOL DISTRICT

Warren, Pennsylvania

## REQUEST FOR FIELD TRIP

## Educational Benefits

Include PA Academic Standards addressed. (Example: 9.2 - Historical and Cultural Contexts)

The possibilities and experiences students could have on this trip are truly endless. Students will be able to experience another country and culture by meeting people in Mexico and speaking Spanish to them. They will see the ancient Mayan ruins of Chichen Itza, Tulum, and Uxmal. They will get to experience hundreds (even thousands) of years of Spanish and Indigenous cultures. I could truly go on for pages about the benefits of this trip.

The following foreign language standards will be addressed: 12.1, 12.1.1, 12.3, 12.3.1, 12.5, 12.5.1 and I am certain many standards in history and the humanities will be addressed as well.

## Approvals

☒ Principal: [Signature] Signature

☐ Coordinator of Athletics/Co-Curricular Activities: \_\_\_\_\_  
(if an athletic trip)

☒ Central Office Approval: Robert E. Gerrill Signature

☐ Central Office Acknowledgement: \_\_\_\_\_  
Initials

## WARREN COUNTY SCHOOL DISTRICT

## Field Trip Information Form and Procedure

(Required addendum for field trip requests for clubs, athletic events, international trips, or overnight trips.)

Such trips should be approved before fundraising and travel arrangements are made. Review and approval of the field trip must be obtained from the Principal and the Assistant Superintendent before any talks with students, parents, boosters, or any other outside groups begin. Athletic trips outside the scope of regularly scheduled competitions must have the recommendation of the Coordinator of District-Wide Athletics and Co-Curricular Activities.

Complete this form and attach it to the completed Field Trip Request Form WCSD-42.

The information requested in numbers 1, 2, and 3 should be sent to the Assistant Superintendent and the Coordinator of District-Wide Athletics and Co-Curricular Activities after being approved by the building principal.

1. Mode of Transportation (air, bus, train, private vehicle, etc.) - Be specific: air

- Telephone number of place of lodging: \_\_\_\_\_
- Name and telephone number of contact person: \_\_\_\_\_
- Date(s) of departure and return: \_\_\_\_\_

2. Chaperones:

- Number of chaperones: 2
- Do they have clearances? Yes
- Number of District employee and community chaperones:  
District employee chaperones: 2 Community chaperones: \_\_\_\_\_

3. If the field trip is an athletic trip:

- Is this trip necessary for a successful season? \_\_\_\_\_
- Will actual competition be involved? \_\_\_\_\_
- How many coaches will attend? \_\_\_\_\_
- How many students will attend? \_\_\_\_\_
- How many substitute teachers will be needed? \_\_\_\_\_
- How will the coach handle the students who want to go but do not have the money? \_\_\_\_\_
- Is the trip a requirement of team membership? \_\_\_\_\_
- Will students be penalized if they do not go? \_\_\_\_\_
- How will serious student discipline problems be handled on site? \_\_\_\_\_

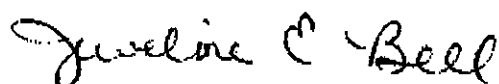
(over)

## 4. Educational Plan

- How many school days will the students be absent from their classes? 0
- What is the plan for students to make up missed instruction and assignments in each of their classes? N/A
- Have field trip sponsors sought input from students' teachers regarding their absences from class? N/A
- What educational activities are planned for students while on the trip (other than athletic events)? They will be touring Mayan Ruins and various cities in Mexico.
- Is the trip within a month of PSSA testing or other Warren County School District student assessments? NO
- Will students miss PSSA testing or other Warren County School District student assessments while on the trip? NO
- Has the building principal approved the Educational Plan? \_\_\_\_\_

I have filled out this request to the best of my ability, although there is no way it can be fully completed at this time. The trip will not be of any cost to the school district; however, it is difficult for me to even estimate what it will cost the students because I do not know exactly how much we will raise in future fundraising. I have listed the students who are attending as of today, however, that number could also rise. If the number of students rises, that will also add for a need of additional chaperones. I will select only school district employees or certified teachers with clearances for this trip. As I know we will be flying to Mexico, I do not know the exact flight time or anything of that nature at this point in time. I have been assured by the EF Tour Company that we will be staying in high quality hotels, but also, I do not currently have the names of those places. All of this information will come, but I am unable to provide it at this exact moment.

Sincerely,

A handwritten signature in cursive script that reads "Jeweline E. Bell". The signature is written in dark ink and is positioned above the printed name.

Jeweline E. Bell