

WARREN COUNTY SCHOOL DISTRICT

Warren, Pennsylvania  
REQUEST FOR FIELD TRIP

RECEIVED SEP 14 2009

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: 10 and 11, Spanish II and III

Field Trip to (Actual destination): The Yucatan Peninsula

Cancun, Mérida, Valladolid, Playadel Carmen Yucatan, Quintana Roo Mexico  
City State Country

Name of Event (if applicable): Mexico's Yucatan

Date(s) of Field Trip: 06/17/10 - 06/24/10 Overnight: Yes ☒ No ☐  
(MM/DD/YY)

Departure Time (include AM or PM): ~ 6:00 a.m. Return Time: ~ 10:00 p.m.

Teacher(s)/Adult Sponsor(s): Jeweline Bell

Number of Chaperones: Contingent upon students Number of Students: N/A yet

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. (Based on 1 student)

Total student/parent expenses, including "pocket money": \$~1900  
 (Example: 20 students X \$20 each, enter total of \$400)

Total transportation costs paid by student/parent: \$~20

Total of student/parent expenses (add the two items above): \$~1920

Incidental costs (meals, admission, etc.) paid by (PTO, Club, Grant, etc.): \$ 0

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

Transportation costs paid by (PTO, Club, Grant, etc.): \$ 0

**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: \$~1920.00

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

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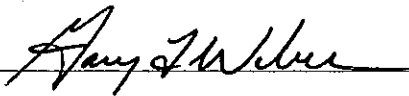
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Educational Benefits

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

Students will be learning limitless amounts of information from this trip. They will greatly increase their language skills in Spanish, their knowledge of the Mexican Culture, the history of the Mayans. They will be required to order all food and make purchases in Spanish as well as keep a journal daily in Spanish. All PA foreign language standards (12.1, 12.1.1, 12.3, 12.3.1, 12.5, and 12.5.1) will be addressed.

Approvals

- ☒ Principal:  Signature
- ☐ Coordinator of Athletics/Co-Curricular Activities: \_\_\_\_\_ Signature  
(if an athletic trip)
- ☐ Central Office Approval: \_\_\_\_\_ Signature  
(if international and/or overnight)
- ☐ 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: N/A at this time
- Name and telephone number of contact person: Jeweline Bell (814) 657-2136
- Date(s) of departure and return: 06/17/10 - 06/24/10

2. Chaperones:

- Number of chaperones: N/A at this time
- Do they have clearances? Yes
- Number of District employee and community chaperones:  
District employee chaperones: \_\_\_\_\_ Community chaperones: \_\_\_\_\_  
Any chaperone will be a district employee

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? They will not miss work.
- Have field trip sponsors sought input from students' teachers regarding their absences from class? They will not be absent.
- What educational activities are planned for students while on the trip (other than athletic events)? Speaking, writing, and comprehending Spanish
- 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? \_\_\_\_\_