

# GLEN RIDGE PUBLIC SCHOOLS

## FIELD TRIP REQUEST FORM

Today's Date April 22, 2023 School: GRHS Grade(s): 11-12  
 Organization: Business Club Teacher(s): Sicoli, Benevento

Field Trip Description: UBS tour, day in the life of workers

Destination: UBS office Weehawken NJ

Anticipated number of students participating: 20-25 Is this an overnight trip? Yes ☒ No ☐

Date(s) of trip: Thursday May 25 Departure time: 8:00 AM Return time: 2:15 PM

Transportation: ☒ Walking ☐ Cars ☐ Bus ☐ Rental Vehicle ☒ None Needed

Bus Company: N/A Seat belts: ☐ Yes ☐ No

Rental Company: N/A

No. of Vehicles to be Rented: N/A Type of Vehicle(s): N/A

Number of Chaperones: Teachers 2 Parents ☐ Other ☐

Name of AED Trained Chaperone: Sicoli

### EDUCATIONAL INFORMATION:

What subject is the trip associated with? Business/Finance/Career Planning

Please list curricular objectives and Core Curriculum Content Standards that will be met through this experience:

OBJECTIVE	CCCS
• tour an active trading floor	Standard 1 Career Planning/ Workplace readiness
• students will be learning from multiple different employees in different fields of business	Standard 1
•	
•	

*Additional information/description can be attached.*

**TRIP COST:**

Transportation	\$ <u>19/19,000/student</u>	(Note: Tips are not permitted under DOE regulations)
Registration Fees	\$ <u>0</u>	
Food	\$ <u>0</u>	(Students will bring bag lunch <input type="checkbox"/> Yes <input type="checkbox"/> No)
Chaperone Fees	\$ <u>0</u>	
Cost to District	\$ <u>0</u>	(Substitutes, stipends, etc.)
Total	\$ <u>0</u>	Student Cost \$ <u>19,000</u>
Do students need spending money? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, how much? \$ <u>20.00</u>		

**NECESSARY APPROVAL SIGNATURES:**

(All signatures needed prior to Board of Education approval)

Field Trip Organizer: [Signature] Date: 4/25/2023

Building Administrator's Signature: [Signature] Date: 5/25/23

Superintendent's Signature: [Signature] Date: 5/2/23

# GLEN RIDGE PUBLIC SCHOOLS

## FIELD TRIP REQUEST FORM

Today's Date 06/08/2023 School: High Grade(s): 9-12

Organization: Chinese Classes and Club Teacher(s): Ms. Zhang

Field Trip Description: Discover China Through Art- Flower Painting workshop

Destination: 40 Rector Street, 2nd Floor, New York, NY 10006

Anticipated number of students participating: 30 Is this an overnight trip? NO

Date(s) of trip: 06/08/23 Thursday Departure time: 9:00 Return time: 2:45pm

Transportation: Walking Cars x Bus Rental Vehicle None

Bus Company: Road Runner Seat belts: Yes No

Rental Company: Road Runner

No. of Vehicles to be Rented: 1 Type of Vehicle(s): bus

Number of Chaperones: Teachers 3 Parents Other

Name of AED Trained Chaperone: Zhang

### EDUCATIONAL INFORMATION:

What subject is the trip associated with? Art and Chinese

Please list curricular objectives and Core Curriculum Content Standards that will be met through this experience:

OBJECTIVE	CCCS
• Name and label tangible <u>cultural products</u> and imitate <u>cultural practices</u> from the target culture(s).	7.1.NM.C.5
• Demonstrate comprehension of brief oral and written messages using age- and level-appropriate, <u>culturally authentic materials</u> on familiar topics.	7.1.NM.A.5
•	

*Additional information/description can be attached.*



**TRIP COST:**

Transportation \$ \_\_\_\_ 800 (Note: Tips are not permitted under DOE regulations)  
pay through Chinese Grant

Registration Fees \$ \_\_\_\_ 220 \_\_\_\_ pay through Chinese Grant

Food \$ \_\_\_\_ 30x20 \_\_\_\_ (Students will bring bag lunch \_\_\_\_ Yes \_\_\_\_ No)

Chaperone Fees \$ \_\_\_\_ NO

Cost to District \$ \_\_\_\_ 0 \_\_\_\_ (Substitutes, stipends, etc.)

Total \$ \_\_\_\_ 1620 \_\_\_\_ Student Cost \$ \_\_\_\_ \$20 for lunch \_\_\_\_

Do students need spending money? \_\_\_\_ No \_\_\_\_ Yes If yes, how much? \$ \_\_\_\_ 20 \_\_\_\_

**NECESSARY APPROVAL SIGNATURES:**

(All signatures needed prior to Board of Education approval)

Field Trip Organizer: Shihong Zhang

Date: 5/9/23

Building Administrator's Signature: 

Date: 5/10/23

Superintendent's Signature: 

Date: 5/12/23

## INVOICE

**DATE OF INVOICE:** May 9, 2023

**Exhibition:** *Flowers on a River: The Art of Chinese Flower and Bird Painting, 1368 - 1911*

**Organization** Glen Ridge High School

**Primary Contact:** Ms. Shihong Zhang

**Contact's Phone:** 973-462-9046

**Tour Schedule:** Date: Thursday 6/8  
Time: 10:30 am – 12:00 pm

**Age Group:** 9<sup>th</sup> – 12<sup>th</sup> grades

**Tour Size:** 30

**Program:** Art Education — *Discover China Through Art*

**FEE:** \$ 220 (Non-NYC Public School)

**TOTAL AMOUNT DUE: \$ 220**

**PLEASE READ THE FOLLOWING IMPORTANT INFORMATION:**

Should any of the above information require revision, please call 212-744-8181, ext. 147. Please make checks payable to the CHINA INSTITUTE IN AMERICA. *Include the date of your tour on the check and mail to the attention of Yue Ma, China Institute Gallery, 40 Rector Street, 2<sup>nd</sup> Floor, New York, NY 10006 at least two weeks in advance of the tour.* Tours will be cancelled if payment is not received by this time. We will send you a confirmation letter upon receipt of check. Please take note of our tour policies on the following page. Thank you.

Please note that our current entrance is 40 Rector Street. Please show a photo ID and let the lobby security know that you'll go to 2<sup>nd</sup> floor for China Institute, they will let you use the elevator (no more than 10 people at a time). We'll be at our reception area to meet you.

China Institute in America

100 Washington Street, New York, NY 10006 • 212-744-8181 • Fax: 212-628-4159 • [www.chinainstitute.org](http://www.chinainstitute.org)

# Art Education Program

## Discover China Through Art

### **Visitor & Museum Safety:**

**The visiting organization (teachers, supervisory adults and agents) is responsible for the actions and safety of all members of this group while visiting China Institute Gallery.** Adults must accompany minors to all areas of China Institute (bathrooms, gift shop, etc.). Senior group organizers are responsible for all seniors in their group and must accompany them when using the elevator.

China Institute facilities are wheelchair accessible.

If any member of the visiting organization cause damage to the premises or property of China Institute or artworks on display in the Gallery, the visiting organization will be required to indemnify China Institute and pay all costs resulting from such damage (including, without limitation, artworks based on their insurance value, all costs of repair, etc.).

### **Photo & Video release:**

Please review our **Photo & Video Release Form** on the following attachment. If the visiting group has agreed and signed the Photo & Video Release Form, China Institute Gallery reserves the right to use any photographs or videos in promotional literature, advertising, and publications, including electronic publications, audiovisual presentations, or in other similar ways. **No photographs or video will be taken without the signed consent of the group leader.**

### **Arrival and Check-In:**

Please plan on arriving at China Institute 10 minutes before your scheduled visit to allow time for coat and bag check-in. If you arrive early, and if there is a classroom available, the Gallery Staff will bring your group there. We appreciate your cooperation.

Any group arriving more than 20 minutes late cannot be guaranteed its scheduled guided program. All tours finish at the scheduled time.

*Please sign and return the tour policy with payment two weeks prior your visit*  
(If we don't receive a signed tour policy from you, China Institute reserves the right to have you sign this policy before starting the tour).

Please understand that China Institute does not have lunch facilities on site.

School/Organization: \_\_\_\_\_

Tour Date: \_\_\_\_\_ Number of Participates: \_\_\_\_\_

Group Leader: \_\_\_\_\_ (Print): \_\_\_\_\_





# GLEN RIDGE PUBLIC SCHOOLS

## FIELD TRIP REQUEST FORM

Today's Date 6/6/2023 School: GRHS Grade(s): 7th & 8th Chinese & Senior PingPong Club

Organization: Middle School Chinese Classes & Ping Pong Club

Teacher(s): Ms. Yan Wang & Ms. Shihong Zhang

Field Trip Description: Experience Ping Pong sport in a professional setup & sport-related culture

Destination: Lily Yip table tennis training center 370 North Avenue, Dunellen, New Jersey 0881

Anticipated number of students participating: 41 Is this an overnight trip? NO

Date(s) of trip: 6/6/2023 Tuesday Departure time: 9:00 Return time: 2:30 pm

Transportation: Walking Cars x Bus Rental Vehicle None

Bus Company: Rhode Runner Transportation Seat belts: X Yes No

Rental Company: \_\_\_\_\_

No. of Vehicles to be Rented: 1 Type of Vehicle(s): bus

Number of Chaperones: Teachers 2 Parents \_\_\_\_\_ Other \_\_\_\_\_

Name of AED Trained Chaperone: Yan Wang & Shihong Zhang

### EDUCATIONAL INFORMATION:

What subject is the trip associated with? Chinese

Please list curricular objectives and Core Curriculum Content Standards that will be met through this experience:

OBJECTIVE	CCCS
● Name and label tangible <u>cultural products</u> and imitate <u>cultural practices</u> from the target culture(s).	7.1.NM.C.5
● Demonstrate comprehension of brief oral and written messages using age- and level-appropriate, <u>culturally authentic materials</u> on familiar topics.	7.1.NM.A.5
●	

*Additional information/description can be attached.*

### TRIP COST:

Transportation	\$ <u>500</u>	(Note: Tips are not permitted under DOE regulations)
Registration Fees	\$ <u>14</u> = 800	
Food	\$ _____	(Students will bring bag lunch <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No)
Chaperone Fees	\$ <u>0</u>	
Cost to District etc.)	\$ <u>500</u>	the bus cost will be paid by Chinese grant (Substitutes, stipends, etc.)
Total	\$ <u>574</u>	Student Cost \$ <u>14</u> per person _____
Do students need spending money? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, how much? \$ _____		

### NECESSARY APPROVAL SIGNATURES:

(All signatures needed prior to Board of Education approval)

Field Trip Organizer: Yan Wang Date: 05/12/2023

Superintendent's Signature: [Signature] Date: 5/12/23

### Additional information:

Ping-Pong is one of the most popular school activities in China, as well as in our GR school. Students from Chinese classes, clubs, other classes, and some faculties have been enjoying this sport. A school-wide Ping-Pong tournament has been a popular activity in the winter season.

Lily Yip is the Director & Head Coach of the center. She was the 2016 US Olympic Team Coach, US Team Member for 12+yrs., 2-time US Olympian [1992 & 1996]. The facility provides Pingpong training and culture introductions to the public. Ms. Yip also joined our Confucius Classroom opening ceremony in 2012.

But with all the exciting school activities surrounding this sport, the middle school Chinese classes never had a chance to participate. This will be their first time to visit the center. It will be a great opportunity for them to experience the sport and culture in a professional setting.



# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

**School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).**

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

## REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 5/10/23

Time of day the drill was conducted: 7:35am

School Name: Union County Vocational Technical School

Location of the Emergency Evacuation Drill: Parking lot of UCVTS

Route Number(s): Bus #5

Name of the school principal/person(s) overseeing the drill: Driver and Witnesses (see att.)

Other information relative to the emergency evacuation drill:

For length of drill, number of students involved as well as other details, please see attached.

# GLEN RIDGE BOARD OF EDUCATION

## Bus Evacuation Drill Form

Bus Driver's Name: AHMAD MOHAMED

DATE OF DRILL	5-10-23				
BUS #	5				
SCHOOL					
LOCATION	Union County Notch				
TIME	7:35				
DURATION OF DRILL	16 Second				
WEATHER CONDITIONS	Good				
NUMBER OF STUDENTS	1				
WITNESSES (BUS DRIVER, BUS AIDE, AND PRINCIPAL, TEACHER, OR OTHER)	Thomas Jones Passing Landed				
BRIEF DESCRIPTION OF THE DRILL	Exiting bus in an organized manner – orderly and quietly outside of bus	Exiting bus in an organized manner – orderly and quietly outside of bus	Exiting bus in an organized manner – orderly and quietly outside of bus	Exiting bus in an organized manner – orderly and quietly outside of bus	Exiting bus in an organized manner – orderly and quietly outside of bus