

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

8460F
1 of 3

OVERNIGHT TRIPS

Utilizing Chartered Busses, Planned Overnight Stays and/or
Trips with Student Fees

Submission Date: 9/3/2024
Submitted by: Patrick McNelis
School: Sweet Home HS

Part I

- 1) Date(s) of requested trip: 9/20-21/2024
 - a. Time leaving: 4:00pm
 - b. Time returning: 4:30pm
- 2) Destination: Dr. Freddie Thomas HS Phone: 505-262-8850
 - a. Estimated mileage - one way: 70 mi.
- 3) Pupil grade level(s): 9-12
 - a. Number of pupils: 11
- 4) Instructional Objectives: To increase awareness and enthusiasm for personal health and well-being
- 5) Pre-trip educational preparation: (How will the students be prepared for the trip as an instructional activity?): The students will physically and mentally prepare during their regular practices, meets, and workouts.
- 6) On Trip: (What instructional activities will occur on the trip?) The students will participate in a joint practice and subsequent swim meet to enhance their understanding of the sport
- 7) Post-trip follow-up plans: (Upon return what activities will occur to enrich the experience and to determine if the objectives were achieved?) After the meet the athletes will review their performance and gauge further goals and objectives.
- 8) What specific plans have been made for the continued instruction of those students who will not participate in the field trip?
- 9) Supervising teachers: Debra Spence
- 10) Other responsible parties: Patrick McNelis

(Continued)

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FIELD TRIP REQUEST FORM (Cont'd.)

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- 11) Substitutes Needs? Yes _____ No ☒ How Many? _____
- 12) Will consent forms be secured from all parents/guardians? Yes ☒
- 13) a. Will students have to pay for anything? Yes ☒ No _____
If so, how much? \$10-15
For what? Breakfast on Saturday morning
- b. Will school/activity pay? Yes ☒ No _____
If so, how much? Estimated \$1500
For what? Hotels, and two meals
- 14) Has trip cancellation insurance been arranged for the reimbursement of expenses to students?
Yes _____ No ☒
- 15) Will a travel agency/company be used for trip? Yes _____ No ☒
If so, what is the refund policy of the agency in the event of cancellation of the trip and is
cancellation insurance provided? Please attach a copy of the refund cancellation policy.

- 16) Will trip retain the students overnight? Yes ☒ No _____
How many nights? 1
Where? Rochester, NY Red Roof Inn
(if the answer to 12 is yes, please fill out Part N)
- 17) Will teacher substitutes be required? Yes _____ No ☒ How many? _____
- a. State mode of transportation requested:
Sweet Home Bus 1
Private Car _____
Chartered Bus _____
Other _____
- b. Contact the Transportation Department if an outside transportation company is requested.
The Transportation Supervisor must approve all charter bus firms and charter bus drivers
before a trip may take place, (____ weeks prior to the trip)

Teacher making application: [Signature]
(Signature)

Principal's Recommendation:

Approved: [Signature]
Disapproved: _____
Date: 9/3/2024
[Signature]
(Signature)

Superintendent of Schools Recommendation:

Approved: [Signature]
Disapproved: _____
Date: 9/5/24
[Signature]
(Signature)

(Continued)

SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST FORM (Cont'd.)

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Part II
For Planned Overnight Stays

- 1) Complete itinerary for each day including locations and times:

Attached under separate cover

- 2) Estimate total cost of trip - itemize:

SCHOOL COSTS

(Supplies and Equipment)

PER STUDENT

	\$ <u>1500</u>	<u>1500/11</u>	\$ <u>136.36</u>
	\$		\$
	\$		\$
	\$		\$
	\$		\$

TOTAL \$ 1500

\$ 136.36

- 3) Will students be raising money for this trip? If so, how much and how?
(See Board of Education Policy #1423)

Yes ☒

No

Chuck A Duck


- 4) Please describe the student refund policy in the event of the cancellation of the trip:

we anticipate no marginal student contribution

If a travel agency is to be used, is cancellation insurance provided? Yes ☐ No ☐
Attach the company's refund and cancellation policy.

- 5) Please attach a draft of a letter to go home to parents explaining all aspects of the proposed trip.
Include the procedures to be followed if the trip is cancelled.

- 6) Please describe the nature and scope of supervision for the trip: Patrick McNelis
and Debra Spence will supervise all aspects of the
trip.

Teacher applicant: 

School: High school

Date of application: 9/3/2024

Attach to F.T.-2, PART I

**SWEET HOME CENTRAL SCHOOL DISTRICT
FIELD TRIP PARENT/GUARDIAN CONSENT/MEDICAL INFORMATION**

Dear _____,

Your child's class has scheduled a field trip activity on 9/20-21/2024 to
Rochester, NY
(date) (destination)

The group will be leaving at 4:00 a.m./p.m. and plans to return at 4:30 a.m./p.m. on
9/21/2024.

Please sign and return the attached form by 9/13/2024
(date)

Sincerely,

Teacher or Principal

FIELD TRIP PARENTAL CONSENT

I hereby give permission for my child, _____
(child's full name)
to participate in a school sponsored education field trip to Rochester, NY
(place)
I understand that my child will leave on 9/20/2024, 4:00pm
(date) (time)
and is expected to return on 9/21/2024, 4:30pm
(date) (time)

MEDICAL INFORMATION

Name of family doctor _____

Doctor's phone number _____

Is your child taking any medication with him/her on the trip? _____

If so, what is it and who is expected to administer this medication? _____

Should emergency medical services be required for your child during the trip, medical personnel will be contacted immediately.

(Signature of Parent/Guardian)

(Telephone No.)

(Date)

SWEET HOME CENTRAL SCHOOL DISTRICT

8460F.2

TRANSPORTATION REQUEST		INSTRUCTIONS 1) Requests must be submitted prior to each trip and sent to the Transportation Department. 2) A separate request form must be filled out for each trip. 3) Send two copies to Transportation. 4) One copy will be returned by Transportation following approval.	
THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL			
Date Of Trip: <u>9/20-21/2024</u>		School: <u>High School</u>	
Destination: <u>See attached itinerary</u>			
Departure Time From School: <u>4:00pm</u>		Return Time To School: <u>4:30pm 9/21/2024</u>	
Group: <u>Girls Swimming</u>			
Number of Riders: <u>13</u>	Teacher in Charge: <u>Debra Spence</u>	Date Submitted: <u>9/3/2024</u>	Charge To:
Comments: (Include all Directions or Special Instructions) <u>Need full hrs to accommodate overnight bags</u> 			
Approved by:		Title:	Date Approved:
THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT			
Date Received		Vehicle: <input type="checkbox"/> Van <input type="checkbox"/> Bus <input type="checkbox"/> Coach	
Comments: 			
Approved by:		Title:	Date Approved:

White – Transportation Blue – Transportation (Return to Office) Yellow – Teacher Pink - Office

Sweet Home School District Overnight Trip Rules and Regulations

Trip Location: <u>Rochester NY</u>	Dates: <u>9/20 - 21/2024</u>	
	Name	Cell Number
Head Chaperone	<u>Debra Spence</u>	<u>716-982-2197</u>
Other Chaperones	<u>Patrick McNelis</u>	<u>585-613-6149</u>

1. This trip is an official school function and all school rules and regulations are in effect. Students are expected to maintain the highest standards of personal behavior, conduct, and maturity.

2. Any use or possession of alcoholic beverages or drugs by any student will be considered a major violation of rule #1. Any such student WILL BE REMOVED FROM PARTICIPATION IN THE TRIP. Accompanying action will be the immediate notification of parents and making provision for the earliest available transportation home AT THE PARENT'S EXPENSE. The implementation of these actions by the director in charge will depend upon the existing circumstances of available transportation, parental notification and other pertinent factors. A member of the school administration will also be notified before the student is sent home. A referral will be made to the administration for any further action deemed appropriate according to school policy.

3. Students who break an establishment's rules or commit "criminal" actions (shoplifting, etc.) will be dealt with by the establishment and local authorities as well as by the school administration.
 - **Be sure to have cell phone contacts for Principal/ Athletic Director, and Superintendent.**
 - **Any violation of these rules -#2/#3 above-- or any question of violation of these rules- immediately call the Principal/ Athletic Director. If you cannot reach him/her, call the Superintendent (716-583-3570)**
 - **Maintain a roster of all students and emergency contact sheets.**

4. The use of tobacco products, e-cigarettes, vapes, etc. is strictly prohibited.

5. Electronic devices are permitted for student use on the trip and in the hotel.

6. No one will change rooming assignments without the explicit permission of the head chaperones. This permission will only be granted in the most unusual circumstances.

7. Rooming Expectations:
 - The head chaperone will establish an overnight curfew on each night of the trip. Curfew will be decided each day by the chaperones depending upon the arrival time back at the hotel.
 - Students may not leave the room after the announced curfew. Any inter-room visitation or unauthorized departure from the room will be considered a violation and may result in action described in rule #2. Students are to remain in their rooms from curfew until at least 7 am each morning.
 - No boys will be allowed in girls' rooms, or girls allowed in boys rooms at any time.
 - Students may not leave the hotel without permission from the chaperones.
 - **Check/ search all bags before departing for any materials that should not be on the trip.**
 - **Tape student rooms at night to enforce curfews.**

9. Students will follow all chaperone rules and procedures while on the trip.
 - **Keep the group together when feasible. At times and depending on context, this may not be possible. In those cases apply common sense, express your expectations for students clearly.**
 - **Establish guidelines for student movement on the trip that make sense given the age of the students and the area that you are in. Always err on the side of student safety.**
 - **Students should never be allowed to go somewhere outside the hotel alone. Always in a group.**
 - **Double check to verify that all students are accounted for whenever you leave a venue.**

10. If a student becomes ill or has an accident during the trip, he or she should immediately seek assistance from a chaperone (always available). Students will be briefed on emergency procedures.
 - **Immediately notify parents of any illness or accident. Collaborate on a medical action plan if needed. Notify the administrator as soon as possible.**

11. If your child is being picked up by someone other than his/her parent, a photocopy of the "guardian's" driver's license is required before departure of trip.
 - **Be sure to stay on site upon return until all students have been picked up by a parent/ guardian or an identified "other" person.**

Sweet Home Athletics Overnight Trip Rules and Regulations

1. Please note that this trip is an extended field trip of Sweet Home Central Schools, all school rules from the student handbook and consequences are therefore in effect.
2. Information will be given out each night at room check. Please keep in mind that the itinerary is a guide and times may change. Everyone will be given the updates in the evening. All students are required to attend all scheduled events, on time.
3. Students are not permitted to rent or drive a motor vehicle of any kind while on the trip.
4. If you witness or have knowledge of students violating any of these rules, you must report it to the Head Coach immediately.
5. Any use or possession of alcoholic beverages or drugs by any student is not permitted on the trip. Any such student will be removed from the trip. Accompanying action will be the immediate notification of parents and making provision for the earliest available transportation home at the guardian's expense. The implementation of these actions by the director in charge will depend upon the existing circumstances of available transportation, parental notification and other pertinent factors. A member of the school administration will also be notified before the student is sent home.
6. Students who break an establishment's rules or commit criminal actions (shoplifting, etc.) will be dealt with by the establishment and local authorities as well as by the school administration.
7. The use of tobacco products, e-cigarettes, vapes, etc. is strictly prohibited.
8. Electronic devices are permitted for student use on the trip and in the hotel.
9. Rooming Expectations:
 - Students may not leave the room after the announced curfew. Any inter-room visitation or unauthorized departure from the room will be considered a violation and may result in a student being dismissed from the trip. Students are to remain in their rooms from curfew until at least 7:00 a.m. each morning.
 - No boys will be allowed in girls' rooms, or girls allowed in boys' rooms at any time.
 - Students may not leave the hotel without permission from the Head Coach.
 - No one will change rooming assignments without the explicit permission of the Head Coach. This permission will only be granted in the most unusual circumstances.
10. The condition of the rooms is monitored by hotel officials. Any damage in the hotel room should be reported to a chaperone upon check in. Otherwise, you may have to pay for damage you did not cause. Any damage which occurs in any room during our stay will be equally shared by all those assigned to that room.
11. Students will follow all team rules and procedures while on the trip.
12. If a student becomes ill or has an accident during the trip, he or she should immediately seek assistance from a chaperone or Head Coach. Students will be briefed on emergency procedures.
13. If a student is being picked up by someone other than his/her parent, a photocopy of the "guardian's" driver's license is required before departure of trip along with written permission of this additional driver.
14. If a student does not comply with trip rules and regulations, the student may not be eligible for future athletic team trips.

Please sign the back side of the page and return to your coach.

I, _____ the parent/guardian

of _____ have read and agree to all the terms and conditions as outlined within the rules and regulations form. I understand that should my son/daughter not abide by all the rules, he/she would be sent home immediately. I would pay all expenses related to his/her transport home.

Parent/Guardian Signature

Date

Student Signature

Student cell phone

I can be reached at the following numbers during the trip:

Cell phone 1: _____

Cell phone 2: _____

Work phone: _____

Work hours: _____

If you are unable to reach me, you may call the following contacts:

Emergency Contact #1

Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Relationship to student: _____

Emergency Contact #2

Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Relationship to student: _____

Sweet Home Central Schools Overnight Trip Student Roster/ Checklist

Trip: Location/ Dates	
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[illegible]

SWEET HOME GIRLS SWIMMING

Itinerary for Overnight Trip

Rochester, New York

Friday, September 20, 2024	
3:30-4:00pm	Prepare to depart from SH High School
4:00-5:30pm	Bus travels to Rochester, NY -Dr. Freddie Thomas Middle School 625 Scio Street Rochester, New York, 14605
5:30pm-7:15pm	Joint practice with RCSD United Girls Varsity Swimming
7:15pm-7:30pm	Reboard bus
7:30pm-8:00pm	Bus travels to hotel Check in to Red Roof Inn 4820 West Henrietta Road, Rochester, NY, 14467 -5 rooms acquired each with 2 queen beds -4 swimmers per room -1 coach/chaperone per room
8:00pm	Team dinner at Red Roof Inn -Pizza and/or pasta delivered
10:00pm	Room checks
10:30pm	Lights out
11:00pm	Room checks
Saturday, September 21, 2024	
8:30-9:30am	Hot breakfast available at Tim Horton's next door
9:30-10:00am	Prepare to check out and depart hotel Bus travels to Dr. Freddie Thomas Middle School
10:00am-1:00pm	Dual meet against RCSD United
1:00pm-1:30pm	Team boards bus for return trip to Sweet Home HS
1:30pm-3:00pm	Team lunch at Bill Gray's 1225 Jefferson Road Rochester, New York, 14623
7:30pm	Return travel to Sweet Home HS