

STUDENT TRAVEL----PRE-APPROVAL FORM

Review CCSD Board Policy Manual I-6511 regarding field trips

This form must be completed and approved by the principal and the superintendent or the superintendent's designee (Board where appropriate) prior to starting any travel arrangements. A minimum advance of 30 days notice is expected. The longer and more expensive the trip, the more advance notice should be given.

School:	<u>Newcomb Middle School</u>	Date:	<u>9/25/2018</u>
Sponsor's Name	<u>Robyn Weiner</u>	Organization	<u>ELA and SS class</u>
Trip Destination:	<u>Crow Canyon Archaeological Center, Cortez, CO</u>		
Departure Date:	<u>Thursday 11/01/2018</u>	Return Date:	<u>Thursday 11/01/2018</u>
Purpose of the Trip:	<u>6th and 7th grade English and Social Studies classes will attend Crow Canyon and participate in their school field trip programming for one day</u>		
How will this trip benefit students?	<u>Students in both 7th and 8th grade English focus on developing inferencing skills heavily in Q1 but also throughout the entire school year. This skill is a focus of the Crow Canyon field trip agenda. Furthermore, students are learning about early civilizations in Social Studies.</u>		
* Number of students making the trip*:	<u>120</u>	# of Chaperones	<u>4</u>
Trip Cost: approx. \$	<u>\$1,200.00</u>	# of Bus drivers**	<u>3</u>
Mode of travel:	<u>School bus</u>	Cost per student:	<u>0</u>
		How will funds be raised	<u>N/A</u>

***Depending on Scholastic Eligibility**

**Bus drivers do not serve as chaperons.

Detailed Trip Itinerary must be attached.

The itinerary must outline specific activities, with dates, times and associated costs per student/adult

- Local Field Trip**
Requires Principal approval and District AD
- Extended Field Trip**
Requires Principal/District AD or Designee Approval
- Unique Field Trip**
Requires Principal/District AD/CCSD Board approval

Justification for support: See field trip agenda and parent permission form attached

Principal

I support the educational value of this trip and recommend approval by the District AD, Superintendent, and the CCSD School Board.


Principal Signature

Ethel Manuelito
PRINT NAME

10-02-2018
Date


District AD or Designee Approval

10/3/18
Date

CCSD Board Approval/Disapproval _____

Meeting Date