



# Harvey School District 152 Field Trip Approval Form

School(s): Brooks Middle School

Date of Request: 11-11-14

Types of Field Trips:  Day Trip  Overnight Trip  Out-of-Town Trip

Educational rationale for the field trip: attached

Date(s) of proposed trip:	<u>12-6-14</u>	# of Students Participating	<u>75-100</u>
Staff requesting trip:	<u>Mr. Allen</u>	# of Chaperones	<u>6</u>
Date/Time of Departure:	<u>12-6-14</u>	Date/Time of Return:	<u>12-6-14</u>
Destination(s):	<u>Volparaiso University (TN.)</u>	Lunch Arrangements:	<u>students will bring money</u>
Source(s) of Funding:	<u>Student Activity</u>	Cost per Student:	<u>\$0</u>
Total Cost of Trip:	<u>\$635</u>	Type of Transportation:	<u>Bus</u>
Number of days of school or instruction missed:	<u>0</u>	Emergency/Medical Arrangements:	

Names of adult chaperones accompanying group:

1. attached
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Notes:

- Adequate male and female chaperones must be provided at a ratio of 1:10 (1 chaperone to 10 students).
- Chaperones must be approved by Principal and **must have completed a criminal background check.**
- A written evaluation of the trip must be filed in the office of the principal within three days following the field trip.
- Written permission from the parent for his/her child to take trip must be filed with the principal.
- *Field Trip Approval Form* must be submitted to the Office of Special Services:
  - Two (2) weeks for regular day trip
  - One (1) month for overnight and/or out-of-town trips

[Signature] 11-11-14  
Signature of Principal /Date

[Signature] 11/12/14  
Signature of Superintendent /Date (Overnight and Out of Town)

**A detailed itinerary for the proposed trip must be included with the form.**

Revised 10/13



## **Educational Rationale**

The trip is a part of an incentive for 7<sup>th</sup> and 8<sup>th</sup> graders to visit Valparaiso University. The students will take part in a college tour, meet and greet session with professors, have lunch and attend a basketball game. The goal is to provide direct exposure to the demands, routines and procedures of college education and life. This is consistent with the standards of college and career readiness, as it relates to middle school students.

# Valparaiso University College Tour and Basketball Game

December 6, 2014

Bus leaves Brooks Middle School	8:30am
Arrive at Valparaiso University	10:00am
College Tour	10-12:00pm
Lunch	12:00pm-1:00pm
Valparaiso vs Tulsa Basketball Game	1:30pm-5:00pm
Bus leaves Valparaiso Univ.	5:00pm
Arrive at Brooks Middle School	6:30pm

# Basketball Game

## December 6, 2014

### Chaperone List

Mr. Allen, Principal

Ms. Buchanan, School Social Worker

Ms. Gueringer, Asst. Principal

Ms. Hines, LA Teacher

Mr. Castillo, Inclusion Teacher

Mr. Larson, Science Teacher

Ms. Moore, Resource Teacher

Mr. Broy, Math Teacher