

**BGHS FIELD TRIP
RATIONALE REQUEST**

FIELD TRIP REQUESTS for the 2019-2020 SCHOOL YEAR ARE
DUE at least ONE MONTH before the field trip is to take place.

Answers to the questions below must be completed and this form signed **first** by your **Division Head** and then by **Dr. Jill Maraldo, Associate Principal**. Once the field trip has received tentative approval by both individuals, you will receive this document back and it will become a part of your Field Trip Approval Forms. You must then proceed to your Division Assistant to complete the District 214 online field trip application, and you must submit that form for OFFICIAL approval.

No field trip can occur without ALL these documents. You will receive an email confirmation once all administrators have given approval.

NOTES

- Your fellow educators are concerned about absences from their classroom. Teachers asking students to be absent from other classes must inform them to check in with their other teachers the day before the field trip to ask if there are any assignments for the day they will be missing, and to check if anything is due the day they return.

- If students are unable to attend this trip for financial reasons, please discuss this with the Associate Principal.

Teacher _____ Course _____

Date of Field Trip _____ Number of Periods Absent _____

How many Substitute/s needed? _____ Periods to be covered _____

Names of Staff Chaperones: _____

Number of Students Attending _____

Cost per person _____ (GIVE A BREAKDOWN OF WHAT COST COVERS BELOW)

Bus _____ Admission _____ Other _____ Total: _____

Final Due date for transportation order* _____

Method of Transportation: _____ Number of buses needed _____ Round Trip Distance: _____

Departure time: _____ Return time: _____

ALL MONEY MUST BE TURNED IN TO APRIL ON A DAILY BASIS.

***ALL MONEY IS DUE AT LEAST TWO WEEKS BEFORE THE DATE OF THE FIELD TRIP-BUS/ES WILL NOT BE ORDERED UNTIL ALL MONEY IS TURNED IN. NO REFUNDS AFTER THIS DATE (TWO WEEKS BEFORE DATE OF FIELD TRIP).**

Is this a new field trip or one that you have taken previously? If so, list when you took the previous field trip: _____

1. Give a brief description of the field trip. Provide an **itinerary** of the trip, including destination.

2. What is the **academic rationale** for the trip? What are the objectives of the trip? Include applicable **Illinois Learning Standards & National Standards**.

3. How does this field-trip **enhance the learning** of this specific group of students in a way that cannot be done during their regular classroom period?

4. What **activities** will support what students learn from this field trip when you return to the classroom?

5. How will you accommodate students who cannot attend?

Division Head Signature of Approval: _____ Date _____

Associate Principal Signature of Approval: _____ Date _____

Field Trip Rationale Revised 07/16/2019