

**HAMILTON COUNTY DEPARTMENT OF EDUCATION**  
**3074 Hickory Valley Road**  
**Chattanooga, TN. 37421**

**MEMORANDUM**

**TO:** Hamilton County Board Of Education  
Dr. Bryan Johnson, Superintendent

**FROM:** John Maynard, Director of College, Career & Technical Education

**DATE:** October 19, 2017

**RE:** CTE-Overnight Field Trip(s)

This is to request Board approval for the following trip(s):

1. **Red Bank High School**-Twelve students to attend the Student Television Network Convention in Nashville, Tn. March 14-18, 2018.

# HAMILTON COUNTY DEPARTMENT OF EDUCATION

## Request for Field Trip Approval

☐ Day ☒ **Overnight** (Must go to Board for Approval) Today's Date: 11-21-17

☒ Career/Tech. ☐ Elementary ☐ Exceptional Ed. ☐ PreK ☐ Secondary

School Red Bank High School Destination and Event Student Television Network Convention, Nashville TN

Trip Date(s) March 14 - 18, 2018 Group/Grade Advanced Media Students

Departure Date and Time 3-14-18 (5 PM) Return Date and Time 3-18-18 (3 PM)

Provisions for those not attending Qualified substitute will teach regular Media curriculum

Instructional value Learning from Media Professionals/Competition vs other Schools

Evaluation Results of Competition/Improvement in Media Skills upon return

Fee Requested \$ \$300-\$350 How Acquired? Students have the option to fundraise or pay for the trip

Total # of Students 12 Total # of Staff 2 Total # of Chaperones <sup>2</sup> (Same 2 staff) Nurse Required: ☐ Yes ☒ No

Number of subs needed 1 Funding source for subs Career/Tech

- Total # of Students with 504 Plan 0 Modifications Needed \_\_\_\_\_
- Total # of Students with Disabilities 0 Modifications Needed \_\_\_\_\_

**Transportation:** The PRINCIPAL is responsible for verifying that ALL drivers are properly licensed and insured.

County School Bus \_\_\_\_\_ Driver(s) \_\_\_\_\_ Cost \$ \_\_\_\_\_

Handicap Accessible Bus \_\_\_\_\_ Cost \$ \_\_\_\_\_

Charter Bus (Board Approved) \_\_\_\_\_ Cost \$ \_\_\_\_\_

Cars 2 List Driver(s) Glen Wagner, Megan Ferguson Cost \$ \$700-\$800

**WRITTEN** parental permission (and medical information, if overnight) for each student is required and must be received before the student is permitted to attend.

### List Chaperones:

Staff: Glen Wagner, Megan Ferguson

Parents: \_\_\_\_\_

Background checks on non HCDE employee chaperones with unsupervised contact with students. Have you complied? ☐ Yes

### \*Overnight Field Trip (Required)

\*Number of students not attending for economic reasons 0


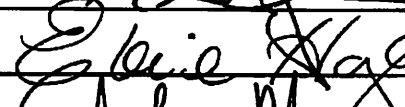

\*Number of trips this group expects to take which will require funds 1

\*Estimated cost to parent support groups for this trip \$ 0

\*Projects students have undertaken to secure funds fundraiser sales

\*Co-ed trips require co-ed chaperones. Have you complied? ☒ Yes

\*Travel itinerary attached with name/address of accommodations ☒ Yes

Teacher's Signature: 	Date: <u>11-21-17</u>
Principal's Signature: 	Date: <u>11-21-17</u>
Director's Signature: 	Date: <u>11/21/17</u>

SEND TO APPROPRIATE SCHOOL DIRECTOR FOR APPROVAL