



Clay County District Schools Field Trip Request Form

4/25/26



School Requesting:	*JR* Oakleaf Junior High
Staff Requesting:	Kendra Baum, Teacher kendra.baum@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Social Studies N/A
Destination:	Washington, D.C
Educational Value	Students will be able to visit historical sights and locations that relate to key Social Studies standards. They will be able to deepen their knowledge and understanding of important parts of American history and government by visiting those important sites.
FLDOE Standards/Benchmarks	SS.7.CG.1.3 Trace the impact that the Magna Carta, Mayflower Compact, English Bill of Rights and Thomas Paine's Common Sense had on colonists' views of government. SS.8.A.3.12 Examine the influences of George Washington's presidency in the formation of the new nation.
Field Trip Details: Start/End Date/Time	Starts: 2/9/2027 5:30:00 Ends: 2/13/2027 22:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Academy Bus
Legal Name of Approved Drivers (if applicable)	N/A
Anticipated # of Students:	45-90
Cost Per Student and What it Covers:	\$1,499 Transportation for all 5 days, food for 4/5 days, 4 night hotel stay, entrance fees to parks and museums, tour guides.
Anticipated # of Chaperones:	5-9
Cost Per Chaperone and What it Covers:	\$1,699 Transportation for all 5 days, food for 4/5 days, 4 night hotel stay, entrance fees to parks and museums, tour guides.

Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	Internal Accounts, 31630, Social Studies
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Kendra Baum</i> 5/20/2026 14:24:39
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here 5.20.26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here 5/21/26
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here 5/26/26

*District Use Only	
☐	ADMINISTRATIVELY APPROVED: Pending School Board approval for next School Board meeting on (Date) _____
☐	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) _____. Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) _____.
☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



Clay County District Schools Field Trip Request Form

6-25-26



School Requesting:	*HS* Keystone Heights Junior/Senior High
Staff Requesting:	Shannon Jackson-Southam, Coach shannon.jacksonsoutham@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade Before/After School Club N/A
Destination:	Greater Richmond Convention Center, 403 N 3rd St, Richmond, VA 23219
Educational Value	N/A
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 6/13/2026 5:00:00 Ends: 6/20/2026 23:59:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	Rental
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Shannon Jackson-Southam
Anticipated # of Students:	3
Cost Per Student and What it Covers:	\$1,000 tournament fees, dorms, rental, food, gas, tshirts
Anticipated # of Chaperones:	3
Cost Per Chaperone and What it Covers:	\$750 dorms, rental, food, gas
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	4040 Debate
Blanket Request:	No

Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Shannon Jackson-Southam</i> 5/21/2026 12:12:22
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>Bonnie M. [Signature] 5/21/26</i>
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature] 5/26/26</i>
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>Don S. [Signature] 5/26/26</i>

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☒	ADMINISTRATIVELY APPROVED: Received too late for the upcoming School Board meeting on (Date) <u>6/4/26</u> . Item will be placed on the following School Board meeting agenda for retroactive approval on (Date) <u>6/23/26</u> .
☐	CTE EVENT Event was Pre-Approved at the School Board meeting on (Date) _____.



2026-2027 6/25/26 ✓

Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Orange Park High
Staff Requesting:	Timothy McAllister, Teacher timothy.mcallister@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade ROTC N/A
Destination:	US Naval Academy 121 Blake Road, Annapolis, MD 21402 / Kings Point MMA 300 Steamboat Rd, Kings Point, NY 11024
Educational Value	Cadets will be exposed to scholarship opportunities at the US Naval and US Merchant Marine Academies
FLDOE Standards/Benchmarks	N/A
Field Trip Details: Start/End Date/Time	Starts: 8/5/2026 6:00:00 Ends: 8/10/2026 18:00:00
Overnight:	Yes
Out-Of-State:	Yes
Type of Transportation:	rental vehicle
Charter Bus Company (if applicable):	N/A
Legal Name of Approved Drivers (if applicable)	Timothy McAllister
Anticipated # of Students:	8
Cost Per Student and What it Covers:	\$150.00 Transportation, lodging, meals
Anticipated # of Chaperones:	2
Cost Per Chaperone and What it Covers:	None fees covered by unit funds
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	#3167 OP NJROTC
Blanket Request:	No

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Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Timothy McAllister</i> 5/18/2026 18:25:56
Principal Signature and Date	Principal Signs Here Principal Inserts Date Here <i>[Signature]</i> 5/24/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here Assistant Superintendent Inserts Date Here <i>[Signature]</i> 5/24/26
Superintendent Signature and Date	Superintendent Signs Here Superintendent Inserts Date Here <i>[Signature]</i> 5/26/26

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26-27 6/25/26

Clay County District Schools Field Trip Request Form

School Requesting:	*HS* Ridgeview High
Staff Requesting:	Heather Bice, Teacher heather.bice@myoneclay.net
Grade Level and Subject/Program:	Multi-Grade RHS Performing Arts (chorus, band and theater) na
Destination:	Orlando- Disney World
Educational Value	Students will attend a performing arts field trip to see Cirque du Soleil's Drawn to Life, a cross-curricular performance featuring live music, singing, stage production, and movement. Following the show, students will have the chance to meet and speak with the cast.
FLDOE Standards/Benchmarks	Apply listening strategies to promote appreciation and understanding of unfamiliar musical works. (MU.912.C.1.1) Evaluate performance quality in recorded and/or live performances. (MU.912.C.2.2) Make critical evaluations, based on exemplary models, of the quality and effectiveness of performances and apply the criteria to personal development in music. (MU.912.C.3.1) Analyze current musical trends, including audience environments and music acquisition, to predict possible directions of music. (MU.912.H.2.2)
Field Trip Details: Start/End Date/Time	Starts: 4/7/2027 8:00:00 Ends: 4/9/2027 23:00:00
Overnight:	Yes
Out-Of-State:	No
Type of Transportation:	Charter Bus
Charter Bus Company (if applicable):	Don't know yet.
Legal Name of Approved Drivers (if applicable)	na
Anticipated # of Students:	70
Cost Per Student and What it Covers:	\$1,000 ALL trip costs, transportation, lodging, tickets to Cirque du Soliel and entrance fees to two Disney parks

Anticipated # of Chaperones:	30
Cost Per Chaperone and What it Covers:	\$1,000 same as students
Volunteer Policy Awareness:	I am aware of this School Board Policy and will verify that all chaperones have the appropriate volunteer clearance.
Budget Code/Course to Be Charged:	fees paid to Greenlight Group Tours, not internal
Blanket Request:	No
Schedule for Blanket Requests: (if applicable)	
I have reviewed the CCDS Field Trip Handbook and will abide by all guidance listed in the document, as well as all District and school policies.	Yes
Teacher Signature and Date	<i>Heather M. Bice</i> 5/21/2026 8:47:08
Principal Signature and Date	Principal Signs Here <i>[Signature]</i> Principal Inserts Date Here 5/21/26
Assistant Superintendent Signature and Date	Assistant Superintendent Signs Here <i>[Signature]</i> Assistant Superintendent Inserts Date Here 5/29/26
Superintendent Signature and Date	Superintendent Signs Here <i>[Signature]</i> Superintendent Inserts Date Here 6/4/26

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