

***South Carroll County
Special School District***

Field Trip Manual



Procedures Effective: August 17, 2006

Field Trip Manual

(All forms are included in this manual and may be reproduced as needed)

Board policy 4.302 governs field trips, as well as procedures for approval of field trips. This policy states that field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives, field trips may be authorized by the principal/assistant principal. See Board policy 4.302 for additional requirements and guidelines.

Since field trips are an extension of the classroom, students are expected to dress and conduct themselves in a manner consistent with school rules and regulations. Therefore, the district's *Code of Acceptable Behavior and Discipline* student handbook shall be strictly enforced at all times.

The Field Trip process involves the following:

Day Trips

1. The principal/assistant principal should be involved at preliminary stage. The teacher who initiates the field trip should informally confer with the principal/assistant principal as to the plausibility of such trip.
2. Early in the planning stages, contact should be made with the appropriate personnel regarding availability and costs of transportation.
3. The teacher would present the field trip request to the other grade level teacher(s) for a consensus of opinion. The field trip should support the curriculum and be the most effective instructional medium for the stated outcome.
4. If the response is affirmative, all appropriate forms, including transportation, would be completed and the request should be submitted to the principal/assistant principal for a decision.
5. A copy of the request by the principal/assistant principal will be forwarded to the supervisor of instruction's office. If the trip is not included in the Field Trip Manual, the director of schools or Board approval will be necessary upon recommendation of the principal, assistant principal, or supervisor of instruction.
6. Parental approval must be confirmed for each student participating in the field trip. A signed parental permission form is designed for that purpose.

7. In May of each year, grade level teachers will send a list of completed field trips to the principal/assistant principal and supervisor of instruction. A yearly summary will be prepared and disseminated.

Overnight Trips

Any school-sponsored trip, which is out-of-state and/or overnight, must have prior approval by the Board. The request must be made with time for the request to appear on the Board agenda at a regularly scheduled meeting: (approximately one (1) month prior to the date of the trip).

Trips Abroad

In addition to day trip procedures, trips abroad must be individually approved by the Board. Requests must be submitted approximately six (6) months prior to the date of the trip. No approved list for trips abroad will be maintained.

Questions to Consider When Requesting Approval for a Possible Field Trip

1. What is the destination of the trip?
2. Does the intended destination approve of field trips and what is their policy on visits?
3. How is it related to the curriculum of the students involved in the trip?
4. Is this the best choice for this particular teaching purpose?
5. Is this the most appropriate place in the curriculum for this trip?
6. Will this trip accomplish the Board's educational goals?
7. Will the resulting community relations be constructive?
8. What is the cost of the trip? How will expenses be met?
9. How will students be prepared for the trip?
10. What follow-up will be conducted?

Request for Overnight/Out-of-State Trip

Administrative Procedure for Board Policy 4.302

All requests for overnight/out-of-state trips must be approved by the Board of Education prior to the date of the event. The Board of Education meets the third Thursday of each month. All requests must be on file in the Office of the Director of Schools ten (10) calendar days prior to the meeting.

I/We, _____, as the sponsor(s)/advisor(s) for _____ (club, organization, etc.) hereby request the principal/assistant principal, the Director of Schools, and the Board of Education to approve an overnight/out-of-state trip for the above named group to attend _____ (annual convention, State convention, etc.) in _____ (city) on _____ (dates).

Please mark one:

_____ This request is for an overnight/out-of-state trip for a same-sexed group of students (males or females) for which adequate chaperones have been secured.

_____ This request is for an overnight/out-of-state trip for a mixed group of students (males and females) for which adequate chaperones (at least one male and one female) have been secured.

This request is for an overnight/out-of-state trip for a mixed group of students (males and females) for which adequate chaperones (at least one male and one female) *have not* been secured. I/We are requesting the Board of Education to grant an exception as outlined in Board Policy 4.302, "When a mixed group cannot get a male to agree to accompany them on an overnight trip, the Board may grant an exception to this guideline. Exceptions to this guideline shall be rendered on a case-by-case basis and shall not be blanket approved."

Chaperones: _____
Students Attending (attach list if necessary): _____

Arrangements for Transportation (if by personal vehicle, insurance certificate must be on file in the Principal's office): _____

Are parental permission forms on file? _____

Student account to be charged for expenses: _____

Signed: _____ (teacher(s) requesting trip)

Approved By: _____ (Signature of Principal/Assistant Principal)

Approved By: _____ (Signature of Director of Schools)

Approved By: _____ (Signature of Board Chairman)

Request for Field Trip

Effective (December 2, 2004)

Teacher's Name _____

Destination (include address) _____

Date of Field Trip _____

_____ The request is for a field trip listed in the current approved edition of the South Carroll County Special School District's Field Trip Manual.

_____ The request is for a field trip, which is not listed, in the current approved edition of the South Carroll County Special School District's Field Trip Manual.

Students Involved _____

Cost per student: _____ Account to be billed: _____

1. How is this trip an integral part of an approved course of study? _____

2. Prior to this field trip the class will be involved in the following preliminary activities to prepare for this trip:

a. _____

b. _____

c. _____

d. _____

3. Follow-up activities for this unit will include the following activities:

a. _____

b. _____

c. _____

d. _____

4. Transportation Requested: _____

5. Substitutes Requested (if necessary): _____

6. Parental Permission Forms Received: _____

7. Plans for Students Not Going On Trip: _____

8. List of Chaperones (All overnight field trips require board-approved chaperones):

Signed: _____ (teacher(s) requesting trip)

Approved By: _____
(Signature of Principal/Assistant Principal)

Approved By: _____
(Signature of Supervisor of Instruction)

Approved By: _____
(Signature of Director of Schools)

Please be sure that you notify the cafeteria manager the date of your field trip and the number of students that will be attending the field trip. Please try to notify at least 1 week in advance.

Request for Transportation For South Carroll County SSD Pre-School Bus

INSTRUCTIONS:

1. Complete all items in Part A and submit to your principal/assistant principal for his/her approval.
2. This form must be approved and arrangements made for transportation at least two weeks preceding the date of the trip.
3. Time: Trips are to be planned, if at all possible, between the hours of 8:30 a.m. and 2:30 p.m. If a trip is to extend beyond these times, special arrangements will be needed. Special arrangements are to be completed by the requesting teacher and the principal/assistant principal.
4. *Bus Conduct Rules and Regulations* shall be **enforced at all times by the teacher.**
5. Approval of trips is subject to availability of bus.
6. No more than five (5) chaperones per bus.
7. Approved and scheduled requests will be returned to the principal/assistant principal.

Part A:

Date Submitted: _____

Group or Activity Requesting Transportation: _____

Teacher: _____ Charged or bill to: _____

Trip Date: _____ # of Buses _____ # of Students _____ # of Chaperones _____

Specific Location of Loading Place: _____

Times: Loading: _____ Leaving School: _____ Arrive First Destination: _____
Leave Last Destination: _____ Return: _____

Destination(s): Trip Itinerary and Item(s) of Special Note should be included on the back of this form. Any stops between points must be approved by the principal.

Part B: (For transportation - to be completed by director)

Request Approved _____ Request Denied _____ Date of Approval/Denial _____

Director's Signature _____

Approximate Cost: _____

Cost per mile is: 75 cents per mile \$0.75 x _____ miles = _____ total cost

Driver Fee: _____ Approved Driver: _____

PARENTAL PERMISSION FOR FIELD TRIP

_____ has my permission to make an off-campus field trip with
Name of Student

_____ to _____

Destination

I understand the purpose of the trip is _____
_____;

that students will depart _____ at
(Name of School, etc.)

_____ on _____ and will return at _____
(Time) (Date) (Time)

on _____; that they will travel by _____
(Date) (Vehicle)

accompanied by _____ chaperones; and that the personal expense of each student is
(Number)

(Amount)

In case of accident, injury or illness, I hereby authorize the student's teacher to take the above named student to a physician or the emergency room of a hospital.

Rules of conduct for the trip are attached.

Signature of Parent

Date

Emergency Telephone Number

To be completed by school prior to the signature of parent

Field Trip Checklist

To assist in planning the field trip:

1. Is this the best medium for this particular teaching purpose? _____
2. Have you secured all of the necessary parental permission slips? _____
3. Have you initiated the steps necessary to gain approval for the trip in time for the planned trip? _____
4. Have preliminary transportation arrangements been finalized? _____
5. How many of your class are going on the trip? _____
6. Have arrangements been made for those not going? _____
7. If a substitute teacher is covering your class, have the necessary arrangements been made? _____
8. Have the students been prepared for the trip (in terms of curriculum and details)? _____
9. Have you considered the community relations aspect of the trip as well as the educational aspect? _____
10. Have you or will you evaluate the trip and if necessary convey the results of your evaluation to the appropriate person if changes should be made in the nature of the particular trip? _____
11. Have chaperones been identified and their roles explained to them?
 - a. Chaperones should establish some form of monitoring of student attendance on a regular basis, i.e., attendance checks should be conducted before buses move from scheduled stops, meal times, periodic intervals of time during the day, at bed time, and before returning home, etc. A student roster is required.
 - b. Students should be assigned to groups and at no time should a student be alone while on a school trip; a buddy system may be utilized.

- c. A written itinerary should be prepared for all trips and distributed to participants.
- d. Students with medical conditions should be identified and appropriate provisions for first aid should be available to chaperones.
- e. **Under no circumstances should students be left anywhere without supervision by a chaperone.**

12. Principal/Assistant Principal will insure adequate supervision of student groups on school trips according to the following guideline:

Elementary - one (1) chaperone for every ten (10) students

Secondary - one (1) chaperone for every twenty (20) students

Additional chaperones (staff and volunteers) should be considered depending on the age of students, nature of trip, etc.

**Rules and Regulations
On All School Trips
(Scheduled or Chartered)**

1. No more than five (5) adults are permitted to ride on a school bus. At least one coach, faculty member, or chaperone will accompany each bus.
2. Coaches, faculty members or chaperones will know the location and directions to desired destination.
3. Coaches, faculty members or chaperones in charge of the bus will inspect the bus after all students have been discharged to check for damage and any articles that may have been left on the bus.
4. If any food or beverages (**No glass containers**) are given to the group, it is the group's responsibility to see that the bus is cleaned.

5. All trips will be scheduled from school to the destination and return. Special stops between points will not be permitted unless previously approved by the principal/assistant principal with an itinerary attached in writing. This itinerary shall be submitted to the driver prior to departure.
6. Coaches, faculty members or chaperones will account for all students assigned to his/her bus before departing from scheduled stops.
7. Coaches, faculty members or chaperones shall contact (telephone) their principal/assistant principal during emergencies.
8. Except as otherwise directed by the principal/assistant principal, students are expected to abide by all the bus riding rules, including rules established by the Carroll County Board of Education.

Bus Rules

At All Times:

1. Exercise caution, good manners and consideration for other people.
2. Obey the driver; his/her first concern is for your safety.

Waiting For the Bus:

1. Arrive at the bus stop five minutes ahead of time.
2. Stay a safe distance from the curb or roadside.
3. When the bus approaches, get in line.
4. Stay away from the bus until it has come to a complete stop.
5. Let smaller children board first.

Boarding the Bus:

1. Always use the handrail.
2. Go up the steps one at a time.
3. Don't push or crowd others in line.
4. Go directly to your assigned seat.

Conduct on the Bus

1. The bus driver has the authority to assign seats.
2. Keep the aisle clear. Place books or parcels in your lap.
3. Remain quiet when approaching railroad tracks so the driver can listen for trains.
4. Ask the driver permission before opening the windows.
5. Keep arms and hands inside the bus.
6. No throwing objects inside or outside the bus.
7. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
8. No fighting will be permitted.
9. No possession of tobacco or controlled substances allowed.
10. No eating or drinking any foods or beverages.
11. Remain seated until the bus comes to a complete stop.
12. Parents will be financially responsible for willful destruction of school bus property.
13. No profane or foul language is permitted.
14. Conduct such as loud talking, shouting or cheering, which is distracting to the driver, is prohibited.
15. Consideration and respect for your bus driver must be shown.

Getting Off the Bus:

1. Use the handrail and take one step at a time.
2. Pushing or crowding could cause an accident.

Current Approved Field Trips By Grade and/or Subject

(Will be compiled based on teachers' requests from the Yearly Field Trip Reports)

