

Obion County Schools



Field Trip Manual
2006-2007

Obion County Schools Field Trip Manual

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

The Field Trip process involves the following:

Day Trips

1. The building level administrator should be involved at preliminary stage. The staff member who initiates the field trip should informally confer with the building administrator as to the plausibility of such trip.
2. Early in the planning stages, contact should be made with the transportation oil-ice regarding availability and costs of transportation.
3. The staff member would present the field trip request to the grade level or department for a consensus of opinion. The field trip should support file 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 building level administrator for a decision.
5. A copy of the request by the building administrator will be forwarded to the board of education. 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 assistant director of schools, office of leaching and learning.
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, department/grade level chairs will send a list of completed field trips to the assistant director of schools, office of teaching and learning. A yearly summary will be prepared and disseminated.

Overnight Trips

If the requested overnight trip is listed in the Field Trip Manual, no further action need be taken (follow day trip procedures). If the trip is not listed, the request must be made with time for it to appear on the Board agenda for approval: (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.

Student Fees for Field Trips

Student fees are defined by Board Policy #6.709 and include, among other things, fees for activities that occur during regular school hours, including field trips. Annually the Board considers and approves student fees as recommended by the director of schools and school principals. Since student fees for field trips are not readily known at the beginning of the school year, any reasonable fee charged for student field trips, as approved by the director of schools and in compliance with the intent of this manual, shall be inferred as approval of the Board.

Questions to Consider When Requesting Approval for a Possible Field Trip

1. What is the destination of the trip?
2. Does the intended destination (i.e. museum, factory, park, etc.) 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?

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. Principals 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. Students will not be transported on the district trucks.

6. 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 building principal with an itinerary attached in writing. This itinerary shall be submitted to the driver prior to departure.
7. Coaches, faculty members or chaperones will account for all students assigned to his/her bus before departing from scheduled stops.
8. Coaches, faculty members or chaperones shall contact (telephone) their respective building principals during emergencies.
9. Except as otherwise directed by the principal, students are expected to abide by all the bus riding rules.

At All Times:

Bus Rules

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 Board-Approved Field Trips
By Grade and/or Subject**

Kindergarten:
Pumpkin Patch

Grade 1:

Grade 2:

Grade 3:

Grade 4:

Grade 6:

Grade 7:

Grade 8:

General Elementary Trips – Approved for All Grades

For reward purposes, Accelerated Reading Programs are allowed one (1) field trip per semester.

Current Board-Approved Field Trips By Grade and/or Subject

Arts:

Grades 9-12

Grades 10-12

Grades 11-12

Mathematics:

Grades 9-12

Language Arts and Foreign Language:

Grades 9-12

Spanish Classes

French Classes

Journalism Classes

Business Education:

Grades 10-12

Business Professionals of America (BPA) Competitions and Convention

Future Business Leaders of America (FBLA) Competitions and Convention

Current Board-Approved Field Trips By Grade and/or Subject

Music:

Choir

Band

Agriculture:

Grades 9-12

Future Farmers of America (FFA) Competitions and State Convention

Family and Consumer Science Classes:

Grades 9-12

Family, Career, and Leadership of America (FCCLA) State Leadership Conference and Competition

Technical Education:

Grades 9-12

Health Occupation Students of America (HOSA) Competitions and State Convention

Science:

Grade 9

Grade 10

Grade 11

Grade 12

Current Board-Approved Field Trips By Grade and/or Subject

Social Studies / History:

Grade 9

Grade 10

Grade 11

Grade 12

Special Education:

Students participate in field trips as part of their included education – Special Olympics

Counseling:

Student Government Activities – UT Martin Leadership Summit
Student Congress on Policies in Education (SCOPE) Conference

General High School Trips – Approved for All Grades:

Academic Decathlon