

Obion County Schools



Field Trip Manual
2009-2010

Obion County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Field Trips and Excursions	Descriptor Code: 4.302	Issued Date: 02/04/08
		Rescinds: 4.302	Issued: 01/08/07

1 The Board encourages field trips designed to stimulate student interest and inquiry and to provide
2 opportunities for social growth and development. Field trips are considered to be appropriate extensions
3 of the classroom and contribute to the board's desired educational goals.

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5 To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the
6 class, and opportunities for students to summarize the experience at the conclusion of the trip. To this
7 end, teachers and principals will be expected to consider the following factors in selection field trips:

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- 9 1. Value of the activity to the particular class group or groups;
- 10 2. Relationship of the field trip activity to a particular aspect of classroom instructions;
- 11 3. Suitability of the activity and distance traveled in terms of the age level;
- 12 4. Mode and availability of transportation; and
- 13 5. Cost.

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15 The following guidelines shall be followed in planning and conducting field trips and excursions:

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- 17 1. Any teacher desiring to take a group of students on an educational field trip must obtain
18 advance approval of the principal;
- 19 2. The trip must have a definite purpose and reflect careful planning. Students should be
20 prepared by general class discussion and/or research;
- 21 3. If bus transportation is required, the principal or his/her designee shall make the necessary
22 arrangements. Effective July 1, 2007, transportation for field trips and excursions will be
23 approved by the Board, provided the individual school reimburses the Board for the fee
24 charged for payment of bus drivers. Procedures for paying such costs will be developed
25 by the director of schools.
- 26 4. Signed parental permission forms must be obtained for every student making an off-
27 campus trip beyond the immediate vicinity of the school. The principal shall ensure
28 that these forms are kept on file for the remainder of the school year. The form for
29 parental permission must include: purpose, date, time of departure and return, travel
30 plans, destination, number of chaperones, personal expense involved, rules of conduct and
31 penalties for violation, and other facts necessary for parents to be fully informed. This
32 information is to be completed by the school before the form is signed by the parent;
- 33 5. Overnight educational trips and chaperones must be approved by the principal and Board
34 in advance. These groups must be accompanied by at least one regular staff member
35 and others from the school who are appropriate for adequate supervision and shall be
36 responsible for student conduct while away. There must be at least one female and one
37 male chaperone if the trip is for a mixed group;
- 38 6. Students shall not be penalized for participating in approved school-sponsored trips and
39 activities. Teachers shall permit students to make up class assignments missed because
40 of a trip or activity.
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- 7. All accidents that occur on a school sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or director of schools. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or an ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents.
- 8. Any school-sponsored trip not meeting the "educationally beneficial" criteria as defined in this section must have prior approval of the director of schools or his/her designee;
- 9. Any nonathletic school-sponsored trip which is both out-of-state and overnight must have prior approval by the Board.

NON-SANCTIONED FIELD TRIPS

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for non-sanctioned field trips.

If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens. Recruitment efforts shall not occur during class time or the employee's work day.

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 office 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 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 building level administrator for a decision.
5. A copy of the request by the building administrator must be submitted to the assistant director of schools, office of student support services. The director of schools or Board approval will be necessary upon recommendation of the assistant director of schools, office of student support services.
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 student support services. A yearly summary will be prepared and disseminated.

Overnight Trips

All overnight field trips must follow day trip procedures; therefore, a Request for Field Trip Form must be submitted to the assistant director of schools, office of student support services, 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

In accordance with Tenn.Const.Art. XI §12, which provides in part for “free public schools,” no student shall be charged a fee for field trips.

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. Remain seated until the bus comes to a complete stop.
11. Parents will be financially responsible for willful destruction of school bus property.
12. No profane or foul language is permitted.
13. Conduct such as loud talking, shouting, or cheering which is distracting to the driver is prohibited.
14. 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 10-11

Grades 10-12

Language Arts and Foreign Language:

Grades 9-12

Spanish Classes

French Classes

Journalism Classes

Business Education:

Grades 10-12

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

Music:

Choir

Band

Agriculture:

Grades 9-12

FFA

Family and Consumer Science Classes:

Grades 9-12

Technical Education:

Grades 9-12

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: