

Willard City Schools



Field Trips Extra-Curricular Trips Policy and Forms Packet

ADMINISTRATIVE GUIDELINES
2340A - FIELD TRIP GUIDELINES

Field trips as defined in Board of Education policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following guidelines are aimed at facilitating the effectiveness of all field trips.

General Procedures

- A. Requests shall be submitted to the building principal on the Field Trip Request Form 2340 F1 in advance of scheduled trip with the names of all staff members and chaperones who will accompany the students.
- B. Upon approval of a trip, the principal shall forward the request to the Curriculum Director.
- C. Parental Consent Forms must be returned to the administration before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. If the student will be unsupervised during certain portions of the trip, Form 2340 F2a must be signed and returned prior to the trip. No student will be allowed to participate if the parental consent form is not received prior to the trip.
- D. A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge for all trips.
- E. A list of any students to whom medication will need to be administered while on the field trip is to be secured by the teacher in charge from the building principal.
- F. Field trips may be denied for any one of the following reasons:
 - 1. failure to comply satisfactorily with pre-trip requirements
 - 2. excessive cost or limited financial resources
 - 3. the students involved have generally been involved in other field trips or school activities that have kept them out of class in the weeks preceding or following the scheduled trip
 - 4. excessive number of students taking trips on that particular day
 - 5. lack of availability of transportation
 - 6. inadequate arrangements for student safety and welfare
- G. Each principal is to publish a list of times during the year when field trips will not be approved.
- H. Problems with the field trip should be brought to the attention of the principal immediately upon return. The principal shall inform the assistant superintendent of any major problems.
- I. For every field trip there must be a ratio of teachers/chaperones to students as determined by principal.
- J. Prior to arrival at the destination, students are to be made aware of:
 - 1. how they are to conduct themselves;
 - 2. what time the bus will leave for the return trip;
 - 3. where the bus will be located for the departure;
 - 4. specific information that the students should know with reference to the area being visited.
- K. At no time are students to be left **ON THEIR OWN** during the course of the field trip.
- L. At least one staff member is to remain at the school after the return trip until all students have been picked up.
- M. Any disciplinary problems are to be reported to the building principal immediately upon returning to the school for appropriate action.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Because field trips are considered an integral part of a course of study and represent a significant cost to the District, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

Planning for Field Trips

- A. Will this proposed trip provide a valid learning experience and contribute directly to accomplishing an important learning objective **within the course of study**?
- B. What facilities or resources will be available for guiding the data gathering and answering questions?
- C. Are there students to whom medication will need to be administered while on this trip?
- D. Will it be worth the time and expense? i.e.
 - 1. Would another activity be just as effective?
 - 2. Can the trip be made within the time available?
 - 3. Will the experience provide a significantly new learning experience for a majority of the class?
 - 4. Can the purpose be realized without undue inconvenience to students, parents, teachers, and places visited?
 - 5. Will the selection of places to visit produce ill feeling in the community? (e.g., visit to chain store as against visit to corner store)
 - 6. Will the trip have parental and community support?

Preparation for Field Trips

- A. Teacher Preparation
 - 1. Arrange through administration for consent to make trip prior to parental consent.
 - 2. Make arrangements with authorities at the place of destination.
 - 3. Plan transportation route in detail and arrange financing with the Treasurer/principal.
- B. Student Preparation
 - 1. Make clear to students the learning purposes of the trip and how it will contribute to their accomplishing particular learning objectives.
 - 2. Provide a transition from what they have been learning to what they will be learning on the trip.
 - 3. Work out with students the focus of their observations and questions for each category of information they are to gather on the trip.
 - 4. Help students organize any materials or references they may be using during the trip.
 - 5. Set up with students the standards of behavior and safety and emphasize that the Code of Conduct applies to the trip.

Conduct of Field Trips

- A. Gathering and Recording the Information
 - 1. Provide the guide with a clear idea of the purpose of the trip (set of questions prepared by teacher and students).
 - 2. Make sure all students are in a position to observe and to hear the guide's explanations.
 - 3. Arrange for questions to be asked periodically and be sure all students hear the responses to the questions.
 - 4. Provide opportunities for all or selected students to properly record the observations and information for later use in the classroom.
- B. Classroom Follow Through
 - 1. Guide students in the preparation of what they remember and what they recorded and then organize the information into useful categories.
 - 2. Have the students examine their data to correct any misinformation and to locate any gaps in the information that they will have to deal with through further research and data gathering.
 - 3. Ask students to analyze the data and form relevant conclusions based on their analysis.
 - 4. Provide a transition from these new learnings to what they will be learning next.
 - 5. Make sure students send appropriate thank you letters to the people in charge of the site they visited and to the bus drivers and other adults who helped make the trip possible.

Evaluation of Field Trips

The staff member responsible for the field trip is to complete the Field Trip Evaluation (Form 2340 F7) and submit a copy of the completed form to his/her principal within three (3) days after the trip is completed.



Book	Policy Manual
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Title	FIELD AND OTHER DISTRICT-SPONSORED TRIPS
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2340 - **FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips can:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside school;
- D. bring all the resources of the community - natural, artistic, industrial, commercial, governmental, educational, - within the ambit of a student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other district-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other district-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit

said compensation to the Treasurer at his/her earliest opportunity.

The Board shall approve those field trips which are planned to keep students out of the District overnight or longer or out of the State, except that prior Board approval is not required for overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

The Superintendent shall approve all other field trips. The Superintendent may approve overnight trips related to athletic contests and other extracurricular competitions that arise at a time when no Board meetings are scheduled prior to the date of the trip.

Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled round trip from the point of exit and entry of the State is more than 1000 miles.

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Revised 5/13/02

Revised 6/11/07

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Legal

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MONEY HANDLING PROCEDURES

REVENUES (CASH OR CHECKS)

- ❖ No refunds or purchases may be paid for directly out of the receipts before they are deposited.
- ❖ All payments must be made through the Willard City Schools Treasurer's office.
- ❖ Cash or checks may be received for various reasons, including but not limited to:
 - Fees for optional extra-curricular activities (not tax credits)
 - Fees for field trips (tax credits and non-tax credits)
 - T-shirt sales
- ❖ Non-district employees are not to handle cash.
- ❖ Segregation of duties between cash handling and record keeping must be maintained.

PROCEDURES FOR CHECK HANDLING

The following procedures apply to all personnel who collect or receive money for any reason (i.e., office staff, teachers, coaches, etc.).

- ❖ Checks should be made payable to Willard City School District or the school.
- ❖ Employees are not allowed to accept the following checks:
 - Two-party personal checks
 - Altered checks
 - Post-dated checks
 - Checks payable to two or more persons
 - Counter checks (no printed information or account number)
 - Checks made out to a parent organization (PTG)

DOCUMENTATION OF MONIES RECEIVED

All funds collected must be documented, receipted and safeguarded. The method may vary according to what works best for each activity. The following describes several methods that can be used to document funds so they may be traced back to their source as required by the Uniform System of Financial Records (USFR).

1. Pre-numbered Receipts

The money is counted in front of the student or person turning in the money and a pre-numbered receipt is issued. The original receipt is given to the student or payer, the second copy is attached to the school deposit paperwork and the third copy remains in the receipt book as a permanent record of the transaction.

2. Class Lists

In lieu of issuing pre-numbered receipts to each student a class list may be developed. When a payment is made, the collector will record the student's name, date paid, amount paid and purpose of payment. (e.g., field trip name and date, t-shirt size, etc.) The list should be totaled and signed by the collector. A new class list must be started each day.

3. Ticket Sales Receipts

Sales for activities such as dances or plays should be accounted for with pre-numbered tickets. The date of the event, beginning and ending number of tickets, number of tickets sold and ticket price will be documented.

Note: The money collected must reconcile with the above documentation. The collector will turn in the monies together with the class list to the school secretary daily for deposit to the Treasurer's office. The secretary will verify that the documentation reconciles with the funds submitted and will prepare the monies for deposit. Any discrepancies should be noted on the documentation and the collector notified of the correction.

PREPARING A DEPOSIT

- ❖ The school secretary will prepare a deposit for daily pick-up which the administrator in charge will arrange.
- ❖ Deposit paperwork will consist of the deposit receipt and activity report or analysis of deposit when applicable. The deposit documentation should be attached to the deposit.
- ❖ Funds are not available until the deposit information has been entered into the financial management system at the district office.
- ❖ Deposit documentation (class lists, ticket sales recording, receipts, etc.) should be kept onsite in your files and be available for the auditors upon request.
- ❖ Money should be safeguarded at all times. Money should not be kept in desks or a file cabinet. All schools are provided with a safe. No money should be held over the summer or extended school breaks.
- ❖ Money should be sent to the Treasurer's office within 24 hours.

EXPENDITURES

- ❖ All expenditures must be approved by the Principal or Assistant Principal.
- ❖ Reimbursements to district employees are not permitted unless approved in advance.
- ❖ An approved purchase order must be in place prior to any expenditure made.
- ❖ Depending on the fund used for the expenditures, there may be restrictions on what may be purchased; please contact the Treasurer for clarification.
- ❖ Procurement laws and regulations apply to these funds in the same manner as other district purchases.

DISTRICT CONTACT INFORMATION

- ❖ Cyndi Shoup, Treasurer, #46011 (specific fund handling and overall cash handling information)
- ❖ Mary Cok, Accounts Receivable Specialist, #46013 (deposit information)
- ❖ Shelley Holden, Administrative Assistant, #46001 (purchase order information)

WILLARD CITY SCHOOL DISTRICT

CHECKLIST FOR TRIPS

The following items should be confirmed prior to the start of any field or other District-sponsored trip.

- | | |
|---|-----------------------------------|
| ___ 1. <u>Approved Field Trip Request (2340 F1)</u> | (Principal / Curriculum Director) |
| ___ 2. <u>Parental Consent (2340 F2)</u> | (Teacher) |
| ___ 3. <u>Trip Chaperones Form (2340 F8)</u> | (Teacher) |
| ___ 4. <u>Medical Emergency Release Forms (5341 F1)</u> | (Teacher) |
| ___ 5. <u>List of students to whom medication will be administered and the approximate time that the medications are to be administered</u> | (Teacher) |
| ___ 6. <u>Medications for students on the list above</u> | (Nurse) |
| ___ 7. <u>Purchase Order for expenses</u> | (Teacher) |
| ___ 8. <u>Fees deposited with Treasurer within 24 hours</u> | (Principal) |
| ___ 9. <u>Check issued from Treasurer to cover admission and expenses</u> | (Teacher) |
| ___ 10. <u>Properly certified driver</u> | (Transportation) |
| ___ 11. <u>Safe vehicle in good running order</u> | (Transportation) |
| ___ 12. <u>First aid supplies</u> | (Transportation) |
| ___ 13. <u>Equipment and supplies</u> | (Teacher) |
| ___ 14. <u>Food and water</u> (if applicable) | (Teacher) |
| ___ 15. <u>Visiting agreements and permits</u> (if applicable) | (Teacher) |
| ___ 16. <u>Checklist For Trips (2340 F3) submitted after trip</u> | (Curriculum) |
| ___ 17. <u>Field Trip Evaluation form (2340 F7) submitted after trip</u> | (Curriculum) |

WILLARD CITY SCHOOL DISTRICT**FIELD TRIP REQUEST FORM**

Teacher _____ School/Class _____

Request Date _____ Trip Date _____ Destination _____

Number of Students _____ Number of Staff/Chaperones _____

Purpose of Trip _____

Course of Study _____

Specific Learning Objectives to be Accomplished:

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Course Objectives Related to the Learning Objectives:

Pre-Trip Lessons/Activities to be Done in the Classroom:

Post Trip Activities/Lessons to Reinforce/Extend Learning:

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved: _____ Trip Disapproved: _____ Principal: _____ Date: _____

Trip Approved: _____ Trip Disapproved: _____ Curriculum Director: _____ Date: _____

Trip Approved: _____ Trip Disapproved: _____ Superintendent: _____ Date: _____

 (Over)

TRANSPORTATION DEPARTMENT

(To be completed by the originator of the field trip)

Date of Trip: _____ Destination: _____

Departure Time: _____ Return Arrival Time: _____ Number of Buses: _____

CERTIFICATION

This is to certify that this trip, as requested, is in conformity with the administrative guidelines established by the District as well as any applicable State regulations.

Date: _____ Signature: _____

This trip has been approved and scheduled. Drivers assigned are:

☐ Seating Chart Issued

Trip No: _____

WILLARD CITY SCHOOL DISTRICT SCHOOL BUS TRAVEL CERTIFICATE

DAY OF TRIP: _____ DAY OF WEEK: _____ GROUP: _____

DESTINATION (CITY): _____ DESTINATION (PLACE): _____

DEPART FROM: Haas Gym One Flashes Avenue SFX CCS Bowling Alley

TIME: Departure from school: _____ Arrival at destination: _____

Departure from destination: _____ Arrival at school: _____

LUNCH STOP REQUIRED: YES NO REST STOP REQUIRED: YES NO

BUS NO.: _____ DRIVER: _____ DATE GRANTED: _____ BUS ID NO.: _____

This is to certify that this trip is in conformity with the rules and regulations as established by the State Department of Education.

Report: _____ Depart: _____ Return: _____

Fuel/Clean: 15 minutes Total Time: _____ Miles Driven: _____

Driver's Signature: _____ Chaperones approved: _____

Payment Computation: _____ hours = _____ Safety Review: _____ (initial)

Signature of Transportation Director: Michael Lillo Date: _____

Signature of Superintendent: _____ Date: _____

WILLARD CITY SCHOOL DISTRICT

PARENT CONSENT FOR TRIP

I, _____ (Parent's Name), permit my child,
_____, to participate in the trip to
_____.

☐ I understand that this trip is part of the District's educational program and provides a learning experience of educational value to my child.

☐ I further understand that the staff member(s) who will accompany the students on this field trip, will exercise the necessary and appropriate duty of care for them pursuant to Board Policy 3213, including, but not limited to, administering medication, if required, or seeking emergency medical attention, if need be.

Parent

Date

RESPONSIBILITIES OF TRIP CHAPERONES

The Willard City Schools appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with Board policy, we wish to inform you of the policies and procedures that will govern this trip and with which you are required to comply.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the Superintendent for verifying that the purpose of the trip is achieved.
- B. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the District's Code of Conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug and/or alcohol use, stealing, and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- D. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with the students. If you have free time away from the students, your behavior will be such that it does not create problems for or cause embarrassment to the trip leader(s) or the District. We continue to expect that your behavior will comport with the same expectations applicable to when you are associated with the students, including the prohibition against consuming any alcohol and/or tobacco products. Please keep the trip leader informed of your whereabouts so s/he can contact you in case of emergency.

Thank you again for your help, and we hope you enjoy this activity with our students as they participate in a meaningful educational experience.

Trip Leader

Principal

WILLARD CITY SCHOOL DISTRICT

FIELD TRIP EVALUATION

School _____ Teacher _____ Class _____

Trip Date _____ This Date _____

Type of Trip: ☐ Social Studies ☐ Science ☐ Math ☐ Language Arts ☐ Arts ☐ Other

1. What was the purpose of the trip?

2. What was the learning behavior expected of students that was to confirm the trip's purpose was accomplished?

3. What percentage of the students were able to demonstrate that behavior? _____

4. How well did the trip prepare the students to better accomplish the learning objectives that were to follow on from this field trip experience?

1	2	3	4	5	6	7
Very Well						Not Helpful

Explain _____

5. Should the trip site be selected again because it was appropriate for accomplishing the trip's learning purpose?

☐ Definitely ☐ If a better site isn't available ☐ No

(over)

6. What changes need to be made in the plans to better accomplish the learning purpose for this type of trip?

7. In terms of what the students learned, how worthwhile is this type of trip in terms of the time and costs involved?

1 2 3 4 5 6 7
Very
Worthless

SCHOOL BUS SEATING CHART – 71 PASSENGER

EVENT: _____
DATE: _____

PERSON IN CHARGE: _____
BUS NUMBER: 1 2 5 7 11 13 14 16 17
BUS DRIVER: _____

DRIVER SIDE

1	
2	
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9	
10	
11	
12	
13	

PASSENGER SIDE

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11	
12	
13	

SCHOOL BUS SEATING CHART – 77 PASSENGER

EVENT: _____
DATE: _____

PERSON IN CHARGE: _____
BUS NUMBER: 10 15
BUS DRIVER: _____

DRIVER SIDE

1
2
3
4
5
6
7
8
9
10
11
12
13

PASSENGER SIDE

1
2
3
4
5
6
7
8
9
10
11
12
13

SCHOOL BUS SEATING CHART – 84 PASSENGER

EVENT: _____
DATE: _____

PERSON IN CHARGE: _____
BUS NUMBER: 3 4 6 9 12 20
BUS DRIVER: _____

DRIVER SIDE

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PASSENGER SIDE

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