



**Field Trip Handbook  
Northwest Local School District**

**2019-20**

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## **Northwest Local School District Field Trip Procedures**

The purpose of field trips is to support and enrich the academic program. Per Northwest Local School District Board Policy 2340, “properly planned and executed field trips should: supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools; arouse new interests among students; help students relate school experiences to the reality of the world outside of school; bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience; and afford students the opportunity to study real things and real processes in their actual environment.” As such, field trips must correspond to courses of study/state standards and should be included in teachers’ long-range planning. Occasionally an opportunity occurs for a field trip that was not planned in advance. These field trips will be considered on an individual basis.

### **What is a Field Trip?**

A field trip is an off-campus educational experience for students planned by school staff during or immediately after the end of the school day. The substance, nature or content of the field trip is such that it cannot be replicated in the setting or confines of the classroom, nor is it found in the classroom resources or instructional resources.

Trips to team competitions or extracurricular activities held outside the school day are not considered field trips. They are subject to approval by their building administrator through the use of the bus request form. Trips that are out-of-state or extended trips must be approved by the Board of Education (see below).

### **Field Trip Transportation**

Educational field trips during the school day must use district bus transportation. Parent or school employee personal car transportation is discouraged and requires that a Permission to Transport Form be on file with Human Resources. **Schools are not permitted to charge students/parents for transportation costs related to field trips** scheduled during the regular school day. See your building administration about funds for field trip transportation.

### **Eligible Participants**

Since field trips are a component of classroom instruction, **ALL** students are expected to participate in field trip activities and may not be excluded by school or district staff. If a student who qualifies for free/reduced lunch cannot participate due to a fee being charged, the school district must assume the charge of the trip. See your building administration about funds for students on free/reduced lunch.

In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group, or when the trip is appropriate for only a few students working together on a

project). The Board wishes to make it possible for all students to have the opportunity to experience the instructional benefits of the field trip.

In all cases, when only part of a class attends a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school. Alternate assignments of equal educational value must be provided to students not participating in field trip activities.

### **Employee and Chaperone Cost of Trips**

***Employees cannot derive any benefit, such as free trips, from working with a certain vendor.***

The auditors check this each year. If you are working with a vendor in planning your trip, please be sure your expenses are covered through other means. However, it is permissible to receive free admission to certain events for employees and chaperones. For example, if a museum allows one free chaperone admission for every 10 student admissions purchased, it is not considered a benefit and is allowable. If you are unsure if your circumstance would qualify as a benefit or be an allowable admission, please contact your building administrator or the administrator in charge of curriculum for clarification.

### **Regular Field Trips**

Regular field trips are those trips which take place within the community or to places near enough so that the trip can be accomplished during one school day. See Appendix A for the District Field Trip Request Form.

Extracurricular groups are generally not permitted to take field trips within the school day due to students missing classes. Exceptions to this must be approved by the building principal.

### **Out of State Field Trips**

Field trips out of the state while school is in session are not normally approved. The Board considers special requests for such trips when they are necessary to a curricular or co-curricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

A form is available in Appendix B of this document, for those wishing to apply to the Board of Education for an out-of-state field trip. ***These trips must be approved by the Board prior to any specific arrangements being made and funds collected.*** Once the Board has approved the application, a request for buses must be signed by the building principal and sent to transportation.

There is a short list of pre-approved, out-of-state field trips included in this manual. These are trips frequently taken by Northwest students as part of curricular activities.

### **Extended Field Trips**

Extended field trips are: a) trips of several days' duration when school is not in session or b) trips within the state involving more than one day's time while school is in session. Permission for

extended field trips must be secured from the Administrator in charge of Curriculum and are subject to approval by the Board.

### **Expense reimbursement for Out-of-State/Extended Field Trips**

Requests for reimbursement must be submitted to the Administrator in charge of Curriculum as part of the field trip request process *prior to Board approval*. (See Appendix C) This information should be available to the Board of Education when approval is given. The amount of reimbursement will be decided by the Administrator in charge of Curriculum.

### **Educational Trips Out of the Country**

Educational Trips to foreign countries are not sanctioned nor supervised by the Northwest Board of Education. The Board disclaims any sponsorship, responsibility or approval thereof, since such trips are deemed the sole responsibility of the parents, students and individual sponsors or promoters. Any materials regarding such trips distributed by individuals who are also employees of the Board must include a statement to that effect. Employees of the Board may not market such trips during the workday and must request a facility lease to conduct meetings after school hours.

### **Procedures for Securing Permission to Schedule a Field Trip**

All regular field trips are approved through the building principal. The principal checks the appropriateness of the trip for the curriculum and the reasonableness of the cost for students. *No information may go home to parents about a field trip prior to approval by the building principal.*

Teachers must submit a Field Trip Request form (see Appendix A) to the building principal. Bus requests must be completed online by designated building office personnel after principals approve of the field trip. Bus requests must be completed **two weeks** prior to the scheduled trip so drivers may be secured. Requests received after this date could be cancelled at the discretion of the Transportation Department. All field trip requests must be received by the Transportation Department prior to **April 17, 2020**. No field trips may be requested during the final week of the school year.

Buses may not leave the district prior to **9:00 a.m.** and must return by **2:00 p.m.** unless special permission is obtained from the Transportation Department. The Transportation Coordinator will process such requests. *A very limited number* of these requests will be granted as they necessitate the hiring of a substitute bus driver and the use of an additional bus.

Long range planning is necessary for all out-of-state field trips and extended field trips, as they must be approved by the Board of Education prior to any announcements to parents or funds being collected. These requests must be received by the Administrator in charge of Curriculum a minimum of **10 school days** prior to the Board meeting of approval. If reimbursement is requested for any teacher expenses the **Request for Field Trip Reimbursement** form must accompany the trip request. The Board meeting schedule is posted on the district website and

available in school offices. Requests without the **Request for Field Trip Reimbursement** forms will be assumed to be at no cost to the district.

## **Chaperones**

There should be at least **one approved chaperone per ten students**. Some trips may require more chaperones than others. Chaperones must be considered in the count of people per bus when working with the Transportation Department. Chaperones are not permitted to bring preschoolers or other children on the bus, or on the field trip. One certified/administrative staff member must accompany **each** school bus being utilized for a field trip in addition to any chaperones. The chaperone's responsibility shall be to assist the school bus driver in maintaining passenger control and enforcing procedures for the safety of all passengers.

Per board policy 3120.09, "all volunteers who work or apply to work unsupervised with children on a regular basis...may be required to provide a set of fingerprints so that a criminal records check can be conducted." This includes any chaperones solely responsible for the supervision of students on a field trip. Each building has a list of approved volunteers. If a chaperone is not on the approved list, they must have a criminal records check completed. Please contact the Human Resources Department for details. This cost will be paid at the Board's expense.

## **Field Trip Roles**

### **Principal or designated building administrator**

1. Initially approves the educational value of the field trip by consulting with the appropriate department chairperson and staff member(s) initiating the request concerning the appropriateness of proposed trips.
2. Investigates and provides for any safety issues the trip may present such as the number of chaperones, facility issues, transportation needs, etc.
3. Assures that field trips are a necessary component of the curriculum of the class.
4. Monitors the number of field trips taken by each class.
5. Ensures that funds are appropriated for each trip and that purchase orders are in place well in advance.
6. Communicates denial of field trip requests to teachers.

### **Teacher**

1. Selects appropriate field trips for his/her class that support state standards and course learning goals.
2. Follows district field trip procedures, especially timelines necessary for others to complete their jobs efficiently.
3. Infuses these trips into classroom instruction through appropriate pre-trip and post-trip activities.
4. Provides alternative assignments of equal educational benefit for students not participating in the field trip.
5. Establishes clear expectations in terms of academics and behavior needed for a successful experience for students.
6. Notifies cafeteria manager in advance if class will be gone during lunch, and makes arrangements for sack lunches.

7. Work with your school health assistant/nurse to obtain EMA forms for all students. The teacher in charge should keep EMAs for all students during the field trip. Obtain any needed medication from the building health assistant/nurse.

**Administrator in Charge of Curriculum**

1. Reviews requests and recommends Out of State and Extended Field Trips to the Board of Education for approval.

## Checklist for Field Trips

### Pre-Approval Activities

- ✓ Secure specific information about the location of the field trip and its appropriateness to the curriculum. When you talk to the representative at the location of your trip be sure to ask about the method of payment they require. Northwest prefers to provide a purchase order number to the location and ask that they bill the district. Some locations may prefer a check on the date of the trip.
- ✓ Consult the school calendar for possible conflicts before determining approximate dates.
- ✓ Be sure to observe the guidelines for the time of day of trips. Special permission must be received from Transportation prior to requesting a trip that begins before 9:00 a.m. This must be done prior to sending a field trip request to the principal. The Transportation Office will process these requests.
- ✓ Consult with the school Health Assistant to determine what special medical needs must be considered for students attending the field trip. Ensure that properly trained school personnel are available to go on the trip if needed.
- ✓ Submit a Field Trip Request Form and a Bus Request Form to your building principal for approval at least **three weeks** prior to the date of the trip. The Bus Request form (online) must be submitted to the Transportation Department **two weeks** prior to the scheduled trip. Be sure to consider the need for handicap accessible buses for special needs students. Be aware of the maximum number of students per bus when determining your trip cost. Adults count as two elementary students when figuring this number.

### Post-Approval Activities

- ✓ Confirm date and other specifics with the field trip location.
- ✓ Create permission slips and obtain parent permission from all students. Permission slips should be copied on the back of the EMAs that are printed by the secretary from the student system.
- ✓ Collect field trip monies and deposit them **daily** according to your building procedures.
  - If your location will accept a purchase order, the building secretary will generate a purchase order. All funds and appropriate information for the purchase order must be to the building office professional (OP5) at least **5 days** prior to the date of the trip.
  - If your location requires a check, the building office professional (OP5) will need a minimum of **10 days** to process a purchase order and receive a check from the Treasurer's Office.
- ✓ Arrange for an adequate number of chaperones and provide instruction to them on their duties. A minimum of 1:10 ratio is required although more chaperones may be necessary due to the age of the students and the location of the trip. The decision about the number of chaperones is made jointly by the teacher and building administration.

### **Post Approval Activities** (continued)

- ✓ Pull EMA forms for all students. The teacher in charge should keep EMAs for all students during the field trip.
- ✓ Prepare the students for this experience by showing the connection with what they are doing in class. Make your expectations clear for the activities they will be completing after the trip.
- ✓ Make your expectations clear for student behavior during the trip. Review the behavioral expectations for students as outlined on the Daytime Field Trip Guidelines from the Transportation Department. **The students are representing Northwest Local School District while in our community and we need to be proud of their behavior.** Discuss arrangements for student disciplinary or medical emergencies with your school administrator.
- ✓ Make arrangements with the school nurse/health assistant for student medication needs and any requirements for trained personnel.
- ✓ Check with building case managers concerning the needs of students with disabilities.
- ✓ Make arrangements with the cafeteria manager for student sack lunches if needed.

### **Day of the Field Trip Procedures**

- ✓ Be sure the teacher has the appropriate EMAs for all students.
- ✓ Review with chaperones and students appropriate behavior on the bus and on the location of the trip.
- ✓ Review bus safety procedures and bus rules with students.
- ✓ Carefully count the number of students present as they board the bus from school and from the field trip location.
- ✓ Obtain any needed medication from the building health assistant/nurse.
- ✓ Upon arrival make payment for the trip with a purchase order or check.
- ✓ Monitor student behavior and completion of academic tasks throughout the day.

### **After the Field Trip**

- ✓ Check with bus driver(s) at the end of the trip concerning any problems.
- ✓ Return EMAs and medicine promptly to proper place in the building.
- ✓ If you paid for the trip with a purchase order return the invoice to the building secretary.
- ✓ If you paid for the trip with a check return the receipt to the building secretary.
- ✓ Conduct follow-up activities in the classroom.

<b>Elementary Pre-Approved Field Trip List</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Aronoff Center				X	X	X
Benninghofen Museum					X	X
Berger's Farms and Garden Center	X					
Brookville, IN					X	
Burwinkel Farm	X					
Caesar's Creek Pioneer Village					X	X
Caldwell Nature Center	X		X	X		
Camp Campbell Gard						X
Carillon Park					X	
Cincinnati Art Museum			X	X		
Cincinnati Children's Museum	X	X	X	X	X	X
Cincinnati Fire Museum	X	X	X			
Cincinnati Children's Theater (Taft Theater)		X	X			
Cincinnati Heritage Tour					X	
Cincinnati Library		X			X	
Cincinnati Museum of Natural History		X	X	X	X	X
Cincinnati Nature Center		X	X	X		
Cincinnati Planetarium			X	X	X	X
Cincinnati Reds Hall of Fame			X		X	X
Cincinnati Zoo		X	X	X		X
City Hall				X	X	X
Clifton Mill				X	X	
Cox Arboretum				X		
Downtown Cincinnati Tour	X		X	X	X	
Duke Energy		X		X		
Farbach Werner Nature Preserve		X	X			X
Fort Ancient					X	
Gorman Farm	X					
Governor Bebb Park	X			X		X
Great American Ballpark			X	X	X	X
Greater Cincinnati Airport			X			X
Groesbeck Library	X	X			X	
Hamilton County Parks	X		X			
Hamilton County Courthouse				X	X	X
Hueston Woods			X	X	X	
Hefner Zoological Museum - Miami			X	X		
Kettering – Moraine Museum					X	
Krohn Conservatory		X		X	X	X
LaBoiteaux Woods		X				
Miamisburg Mound					X	
Minges Farm	X					
Mt. Airy Arboretum				X		
Newport Aquarium			X	X	X	X
Parky's Farm		X				
Peffer Environmental Ed.	X					
Riverboat Princess					X	
Rumpke Driving Tour				X		
Sharon Woods Village			X	X	X	X

Shrine Circus	X			X	X	
Stowe House					X	X
Sun Rock Farm	X	X	X			
Taft Museum			X		X	X
Tour of Cincinnati	X		X			
TV or Radio Stations					X	
Underground Railroad Freedom Center					X	
University of Cincinnati					X	X
Warren County Historical Society Museum					X	
Whitewater Canal – Metamora, IN						X
Whitewater Railroad					X	
Wright Patterson Air Force Museum					X	X

## **Secondary Pre-approved Out of State Field Trip List**

### **Indiana**

Brookville

Hillenbrand Industries, Batesville

Perfect North Slopes, Lawrenceburg

Whitewater Canal State Memorial, Metamora

Whitewater Valley Railroad, Connersville

### **Kentucky**

Greater Cincinnati Airport

Kentucky Riverfront

Newport Aquarium

Northern Kentucky University

**APPENDIX A:  
NORTHWEST LOCAL SCHOOL DISTRICT  
Field Trip Request Form**

This form is to be completed for all field trips. It is to be turned in to the building principal along with the Bus Request form that is available in the building office.

**To the Principal:**

Field Trip Location \_\_\_\_\_

Date of Trip \_\_\_\_\_ Subject Area \_\_\_\_\_ Grade \_\_\_\_\_

Coordinating Teacher \_\_\_\_\_

Other Teachers Participating \_\_\_\_\_

Please describe all costs associated the field trip and how each cost will be covered.

How will this trip improve student achievement? List student achievement objectives for the trip using specific state standards.

What instruction will occur in your classroom(s) prior to the field trip to prepare students for what they are going to learn?

What instruction will occur in your classroom(s) when you return from the trip to summarize the students' learning?

Principal signature \_\_\_\_\_ Date \_\_\_\_\_

**Comments**

**APPENDIX B:**

**OUT-OF-STATE OR EXTENDED FIELD TRIP REQUEST**

Out of state and extended field trips requires Board of Education approval. This form should be completed by the teacher, submitted to the building principal, and then forwarded to the curriculum office at least ten days prior to a Board meeting. If a teacher or other staff member is requesting reimbursement for expenses incurred on a field trip, a Request for Reimbursement form, found in the same location, must accompany this form when submitted to the Board of Education. Staff members will be notified of the Board’s decision through the Board meeting summaries.

School: \_\_\_\_\_

Grade level, group or classes participating: \_\_\_\_\_

Employee(s) submitting request: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure date and time: \_\_\_\_\_ Return date and time: \_\_\_\_\_

Please respond to the following questions.

**Students**

1. What is the educational objective or intent of the trip? What curriculum objectives/grade level indicators does the trip support?
2. How was the destination selected?
3. How many school days will be missed? How are students going to arrange to make up work in their other classes?
4. What pre-trip activities will occur to prepare the students?

5. How will the students be assessed for accomplishment of the educational objective of the trip?
6. How many students will be participating?
7. What are the criteria for student participation?
8. What will be the educational alternative provided for students who do not participate in the field trip?
9. Will any special considerations need to be made for special education students?

### **Transportation, Lodging and Finances**

10. What type of transportation is being used for this field trip? School District buses may not be used if a round-trip distance from the state line to the destination is over 240 miles. Please contact the Transportation Department if you have any questions concerning this.
11. Which, if any, outside vendors are facilitating the trip? (Ex.: travel agents, private buses, airlines, etc.)
12. If students are staying overnight, what is the name, address and phone number of the facility where they will be staying?
13. Please describe all costs associated the field trip and how each cost will be covered.
14. What provisions will be made to cover student costs if fundraising does not generate enough financial support and/or some students are unable to pay for the trip?

**Parents/Chaperones**

- 15. How are parents being informed about the trip?
  
- 16. There should be at least one chaperone for every 10 students. What will be the adult to student ratio?
  
- 17. Which staff members will be serving as chaperones? (Please consult the principal before asking other employees to participate. Please consult the human resources office before asking employees in other Northwest Schools to Chaperone.)
  
- 18. How many parent chaperones will be participating in the field trip? How will the chaperones be chosen? What type of orientation or training will the chaperones receive?

**Please attach a copy of the itinerary.**

All students participating in the field trip must present a permission form signed by the student and parent. The permission form must indicate both parties understand the school rules and the code of conduct. The permission form must also include a liability release.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Principal

\_\_\_\_\_  
Date



Received in the Curriculum Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Administrator in Charge of Curriculum

\_\_\_\_\_  
Date

**APPENDIX C:  
Northwest Local School District  
Field Trip- Request for Reimbursement**

(Attach to Out-of-state or Extended Field Trip form when submitting for Board of Education approval)

Northwest Local School District will reimburse a limited number of expenses for employees who chaperone student field trip. These expenses must be pre-approved by the administrator in charge of Curriculum at the time of Board approval. Please indicate the fund that will pay for expenses. Once Board approval is received, you must work with your Building Office Personnel 5 to ensure that proper Purchase Orders are in place. Any expenses above the approved amount will not be reimbursed.

Name of employee(s) serving as chaperones on school field trip, their building and their grade level or subject area taught:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of field trip \_\_\_\_\_

Destination of field trip: \_\_\_\_\_

Please list below the expenses for which each employee expects reimbursement on your trip:

Item	Cost/Fund
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____



**Administrative Office Use Only**

\_\_\_\_\_ Request denied

\_\_\_\_\_ Request approved for \_\_\_\_\_ employee(s) chaperones  
for a maximum of \$ \_\_\_\_\_

\_\_\_\_\_ Administrator in Charge of Curriculum and Instruction \_\_\_\_\_ Date

**APPENDIX D:  
NORTHWEST LOCAL SCHOOL DISTRICT  
Transportation Department  
Daytime Field Trip Guidelines**

Please submit your Field Trip Bus Request online a Minimum of **2 WEEKS** in advance of your requested date. When we receive your request, we will send you a confirmation stating that your request has been processed and how many buses we are sending. Please review the confirmation when you receive it. If your date, head counts, time etc. changes call **A.S.A.P.**

**ALL** Daytime field trips should be scheduled between **9:00 AM and 2:00 PM**. If you need to schedule outside this time frame, please contact our office. We will try to work with you to meet your needs. *However, our first priority is to transport students to and from school.* No field trips should be scheduled during the last week of school.

**Seating Capacity**

K-6 <sup>th</sup> grade	60 persons per bus (COUNT ADULTS AS TWO)
7-12 <sup>th</sup> grade	45 persons per bus (COUNT ADULTS AS TWO)

You may want to order extra buses when traveling more than 10 or 15 miles. (3 to a seat is uncomfortable on long trips.)

The price for field trip busses will be calculated based on time and distance of the trip at the time of scheduling. Information on the trip should be placed into Trip Tracker for a cost estimate. You will receive a bill within 30 days of your completed trip.

Conduct on the bus is to be the same as observed in classroom. ***NO EXCEPTIONS.***

No eating or drinking on the bus. **NO GUM!** If you stop at a restaurant, all food and drinks must be consumed before returning to the bus.

We have directions to most locations. If you are going to an obscure location, please send us directions or a street address with zip code.

When you arrive at your destination, check with the driver. The driver will give you a time when you need to return to the bus, or exchange cell numbers. Our office will be expecting this bus to arrive at their afternoon route on time to transport students home from school.

Thank you in advance for your cooperation.

Sincerely,

Thomas Gray  
Transportation Supervisor