

Descriptor Term:	Descriptor: IJOA-E2	Issued: DRAFT
FIELD TRIPS AND EXCURSIONS EXCURSIONS: CHECKLIST	Rescinds: IJOA-E2	Issued: 6/13/00

**TUPELO PUBLIC SCHOOL DISTRICT
FIELD TRIP AND EXCURSION CHECKLIST**

The following checklist is provided for use by teachers and principals as a tool for planning and implementing field trips and excursions for Tupelo Public School District students. As with any checklist, the items are not intended to be all inclusive but are designed to communicate the degree of detail expected in planning and implementing a safe and instructionally effective trip. Submission of the completed checklist is not required as a component of the Field Trip Request.

Securing Approval

1. _____ As early in the school year as possible request tentative approval from the principal.
2. _____ Make verbal contact with the TPSD Transportation Department to verify potential availability of district buses for transportation of students.
3. _____ If tentative approval is granted by the principal, complete and submit the TPSD Field Trip Request Form **(IJOA-E1)** to assure the request form can be reviewed by the principal and forwarded **to** for receipt by the superintendent or his designee for review and formal approval as follows:

Walking Field Trips/Excursions - At least one week prior to requested date.

Field Trips/Excursions Requiring Transportation - At least two weeks prior to requested date.

Overnight Field Trips/Excursions - At least three months prior to the requested date.

4. _____ Obtain formal approval for the requested field trip/excursion as documented by the signed TPSD Field Trip and Excursion Request Form. Signatures of both the principal and superintendent or designee are required.
5. _____ After receipt of formal approval for the field trip/excursion, announce trip to students and parents, complete request for TPSD school buses or make arrangements for charter buses, if appropriate.
6. _____ Complete the TPSD Travel Expense Form to assure funds are available for payment of trip costs at the times needed.
7. _____ Proceed with process for planning and promoting the approved field trip/excursion.

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Planning and Supervision

8. _____ Draft ~~and write~~ an informational letter to parents. Have at least one other staff member read the letter prior to distribution.

Include, at a minimum, the following information in the letter:

- Trip description and instructional purpose.
- Trip destination.
- Time, date, and location for departure.
- Alternate trip date, if applicable.
- Time, date, and location for return.
- Directions related to delay in return time.
- Trip itinerary when more than one stop is planned.
- Directions for reaching students at various trip locations.
- Detailed listing of estimated individual costs of trip.
- **Reminder that all school rules and policies regarding behavior are in effect during field trips/excursions.** ~~Directions related to student behavior and conduct while participating in the field trip or excursion.~~
- Other applicable information such as amount of luggage, use of individual compact disk or tape players, special clothing, food, or equipment, handling of student medications, need for first aid supplies, and invitation for volunteers/chaperones.

9. _____ Obtain written permission for each student to participate ~~by having the parent or guardian fill out and return~~ **using** the TPSD Field Trip and Excursion Parent Permission Form (IJOA-E4). **Provide copies of the forms to the school office and retain** the originals ~~of the forms or summary list will be carried by the sponsoring teacher during the field trip. and a copy of the forms or list must be filed in the school.~~

Supervision

10. _____ Secure chaperones based on the district's regulation requiring at least one adult to five students for grades Pre K-~~3~~ **2**, one adult to eight students for grades 4- ~~3~~-8, and one adult to twelve students for grades 9-12. **All chaperones for overnight trips must pass criminal background checks.**
11. _____ Obtain security officers as directed by the principal.
12. _____ Coordinate use of school employees as chaperones with the principal.
13. _____ Provide the principal and each chaperone with an alphabetical list of all participating students to include at least two different ~~operable~~ **s** telephone numbers by which each student's parents/guardians can be reached.
14. _____ Establish primary, small groups of students and assign a chaperone to each group. Provide each primary group chaperone with an alphabetical listing of his/her assigned students.

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- 15._____ If buses are used for transportation, provide an alphabetical listing of students by bus. Assign one chaperone to check the transportation list each time the group boards the bus.
- 16._____ For overnight trips, schedule and hold a meeting for parents/guardians at least two weeks prior to the trip. Provide all trip information including **itinerary**, hotel room assignments, small group assignments, etc. Discuss expectations for student behavior and conduct. Provide special rules in writing. Remind students and parents that all school rules are applicable to field trips/excursions.
- 17._____ Remind chaperones that consumption of alcoholic beverages and controlled substances are not permitted during the operation and supervision of student field trips/excursions.
- 18._____ Prepare a plan to cover possible emergency circumstances based on the nature and duration of the trip. Some emergency possibilities are listed:
 - Illness or injury to students or chaperones.
 - Mechanical failure of buses.
 - Lost items such as luggage, medication, etc.
 - Need for the student to return home.
 - Changes or delays in schedules.
 - Cancellation of trip activities.
 - Vehicle accident.
 - Student lost or separated from group.
 - Bus driver incapacitated.
 - Inappropriate behavior that requires student to return home.
 - Reporting of illegal activities by students or chaperones.
 - Other
- 19._____ If TPSD buses are used, verify that buses have been scheduled for the trip dates.
- 20._____ Provide specific directions related to departure date, time and location for each trip stop including departure from school to begin the trip to appropriate staff members, students and parents.
- 21._____ Verify trip destinations, routes of travel, parking arrangements, etc.
- 22._____ Monitor boarding of buses to assure timely loading, etc.
- 23._____ If charter buses are used, prepare and submit charter bus contract for review and approval by the superintendent and Board of Trustees.
- 24._____ Verify acceptance of TPSD commercial carrier special contract provisions and submit signed acceptance with primary contract agreement.
- 25._____ Prepare purchase orders/TPSD Travel Expense Forms to obtain payment for transportation costs, etc.

Instructional

- 26._____ Verify with principal that all students in the group have an opportunity to participate regardless of financial capabilities.
- 27._____ Provide specific alternative lesson plans related to the same instructional objective(s) for students who choose not to participate in the trip.

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- 28. _____ Provide documentation that demonstrates the connection of the field trip/excursion objectives to the TPSD approved curriculum for the course.
- 29. _____ Provide documentation that demonstrates how the field trip/excursion experience expands or increases the likelihood of student achievement beyond other methods of instructional presentation.
- 30. _____ Develop lesson plans for pre, during, and post field trip instruction.
- 31. _____ Schedule the field trip/excursion as an integral part of classroom/extracurricular instructional time.
- 32. _____ Provide a plan to support students in the makeup of missed assignments.
- ~~33. _____ Provide an itinerary for the trip.~~
- 33. _____ Evaluate the instructional results of the trip.