Field Experience Packet

School: _____

Date Submitted: _____

Principal: _____

Sponsor: _____

Face-to-Face: _____

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet

Field Experience Dates: _____ Destination: _____

Purpose of field experience and students/team participating

Depart: _____ AM/PM Return: _____ AM/PM

Number of Teachers: _____ Number of Parents: _____ Number of Students: _____

Adult/Student Ratio: _____

Name(s) of Chaperones:

_____

Additional Staff:

_____

The student participants will be (check only one box): Male(s) ☐ Female(s) ☐ Both ☐

Source of Funding:

_____

Transportation (check all that apply): OCSD Bus ☐ Private Vehicle ☐ Charter Bus ☐ District Vehicle ☐

Meals: Bag-Lunch Provided by District ☐ Student(s) Responsibility ☐

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet
Special Student Circumstances

Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medications are listed on the permission form, someone must be identified and trained to administer medications. Consult with the **school nurse** to see who is permitted to give routine and/ or emergency medications in the state(s) where the field experience is planned.

Trained administrator of **routine** medications (or none) _____

Trained administrator of **emergency** medications (or none) _____

_____

Signature and Date of School Nurse

The following items have been completed and attached:

- ✓ An anticipated field experience itinerary is attached
- ✓ COVID19 Protocol (must align with the event being attended)
- ✓ Specifics on meals, lodging, etc. have been listed on the parent permission form and is attached (will be listed when slips are given to students)
- ✓ Background checks for chaperone approval have been completed. All chaperones must be cleared through SLED 5 days prior to the field experience.
- ✓ Final approved chaperones must be given to principal at least five (5) school days prior to field experience. A preliminary chaperone list is attached.
- ✓ A roster of student participants is attached
- ✓ Trained person for emergencies are available as needed
- ✓ Chaperone agreements have been completed (Kept on File at School)
- ✓ Sponsor agreement is completed (Kept on File at School)
- ✓ All areas of this form are completed (medication, administration, location, times, etc,)

Sponsor Signature: _____ **Grade:** _____ **Date:** _____

Principal Signature: _____ **Date:** _____

_____ _____

Assistant Superintendent of Curriculum & Instruction Signature & Date

Superintendent Signature & Date

Approved ☐ **Denied** ☐

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet
Overnight and/or Out-of-State Field Experience

This field experience will take place overnight. Yes ☐ No ☐
This field experience will take place out-of-state. Yes ☐ No ☐

ALL FIELD EXPERIENCE FORMS REQUIRING BOARD AND/OR SUPERINTENDENT APPROVAL MUST BE COMPLETED AND SUBMITTED **30 DAYS PRIOR** TO THE BOARD MEETING, IF BOARD APPROVAL IS DEEMED NECESSARY, INCOMPLETE OR LATE FORMS CANNOT BE ACCEPTED AND MAY RESULT IN FIELD EXPERIENCE CANCELLATION.

Final approval signature from District Office personnel is required for all extended day, out-of-state, overnight, and multiple-day field experiences before submission to the Board.

- ✓ Field Experience Request Form Roster
- ✓ of Students Attending Superintendent
- ✓ (or Designee) Approval
- ✓ Itinerary of Field Experience
- ✓ COVID19 Protocol
- ✓ Copy of Parent Permission Slip(s)

Date: _____

_____ _____

Superintendent/Designee Signature | Date

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet
Field Trip Bag Meal Request Form

The Nutrition Services Department provides you with the option of requesting meals for your field trips. Your class or school group may order these meals in advance **(15 school days)** by completing and returning this form with your request for a Field Trip. A copy of this form will be returned to you after the request is processed.

Name of School:	Number of Meals Requested:
Class/Group & Grade:	Date of Field Trip/Event:
Name of Contact:	Pick Up Time:

Meal Type (circle the one that applies): Breakfast Lunch
Grade Group (circle the one that applies): K-8 9-12

Milk must be packed in coolers. If you do not have a cooler, one will be available for use from the Food Services Department. We ask that coolers are cared for properly and are returned the day after the field trip undamaged and clean.

Please check here if you are requesting a cooler. ☐

You **MUST** contact your site's cafeteria manager 3 days prior to the trip with a final count.
You must provide a complete roster of students who will receive meals on your trip. The requester or designee MUST provide a roster of students who are attending the trip and are required to take accurate meal counts on your roster to show who received a meal. **The cafeteria does not deliver meals and arrangements must be made to pick up meals at the designated time.**

By signing below, you are stating that you will practice proper food quality, safety and spoilage procedures as indicated in the Field Trip Meals SOP. You agree to receive **ALL** components of the meal provided per South Carolina Department of Education meal requirements and you or your designee will provide a roster of students the day of the field trip. **Note:** We cannot substitute milk for juice. **NO EXCEPTIONS!**

Signature of Contact:	Date:

If you have questions about a request or need to change or cancel the order, please contact your site cafeteria manager.

Food Services Use Only:

Staff Receiving Form: _____ Date Received by FS: _____

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet
School Activity/Field Trip Request

The teacher/sponsor of the proposed trip must complete the information below for requests of all local trips, trips that are out-of-the-city, overnight or out-of. state. Requests for local trips must be submitted to Curriculum & Instruction 15 school days prior to the trip. Requests for trips out-of-the-city, overnight or out-of-state must be submitted to the appropriate Senior level administrator(s) for final approval 30 calendar days prior to the trip. Requests for out-of. country trips must be submitted four (4) months prior to the date of the trip. No trips will be approved after April 1, of the current school year, excluding approved athletic activities.

School/Department: _____ Date of Request: _____

Teacher/Sponsor/Requestor: _____ Contact Number(s): _____

Purpose of Trip: Outline below or attach educational objectives of the activity, pre and post trip activities, the relationship of the activity to organization or course, and itinerary.

Activity: _____ Destination: _____
Type of Activity, i.e., Track; Band; Varsity Football Team; ROTC, etc.

Destination Address: _____
(Street) (City) (State)

Proposed Departure: _____ Pick-Up Point: _____
(Day) (Month) (Date) *(i.e., School, Store Parking Lot, etc.)*

Proposed Return: _____ Return Point: _____
(Day) (Month) (Date) *(i.e., School, Store Parking Lot, etc.)*

Specify Grade(s): PreK/PreCD: _____ Elementary: _____ Middle: _____ High: _____

# of Girls: _____ # of Boys: _____ # of Chaperones: _____ # of Wheelchairs: _____

Transportation (check all that apply): Central Region ☐ East Region ☐ West Region ☐ Plane: _____ ☐ Other: _____ ☐

Charter: _____ ☐ Car: _____ _____ ☐
Charter Bus Company Insurance Company Policy #

Requested Bus Arrival Time at School: _____ AM/PM Bus Return Time to School: _____ AM/PM

Salary Account: _____ Cost of Trip: _____

Mileage Account: _____ ☐ Transportation **NOT** Required

Additional Coordinating Instructions: (i.e., Additional stops; Meals/Box lunches; etc.)

Chaperone(s): Attach complete student manifest document upon submission.	
Name(s)	Position(s)

Name, address, and phone of lodging (for overnight trips only)

Teacher/Sponsor Signature: _____ Date: _____

Approved By: _____ _____
Principal Signature & Date Director of Schools & Date

Approved By: _____ _____
Assistant Superintendent of Curriculum & Instruction Signature & Date Superintendent Signature & Date (Out-of-Country Trips)

STS USE ONLY		
Trip Permit Number(s): _____	Driver(s) Assigned: _____	Bus(es) Assigned: _____

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet

Field Experience Permission Form

To enrich our curriculum and provide an enhanced educational experience beyond the classroom setting, we have scheduled a field experience to the destination listed below. Students are required to have advanced written permission to attend. Please complete the following steps to confirm whether your student will be allowed to participate and return to the school by _____

Field Experience Information	
Teacher:	Date & Time:
Destination/Transportation:	
Descrintion Activities/Fees:	
Special Notes/Supplies Needed :	

Student Information	
Full Name:	
Emergency Contact Name/Phone:	
Emergencv Contact 2 Name/Phone:	
Medical Considerations:	

Parent/Guardian Signature	
Full Name:	
Home Phone:	
Cell Phone:	
Signature & Date:	

Participant Permission	Approval Initials:

I give permission for my student to participate in this field experience. As such, I acknowledge I am aware of:
• Agree to pay the fees required for my child's participation in this field experience.
• My child will accept the responsibility for maintaining good conduct and appearance.
• Fill abide by the rules and regulations in Orangeburg County School District Student Code of Conduct handbook.
• Any risk including but not limited to slips, falls, pinches, scrapes, twists, jolts, scratches, bruises, sprains, lacerations, fractures, concussions, or even more serious injuries.
• Any potential hazards associated with travel to and from the field experience site.
• Any possible contact with plants, animals, or insects that could result in stings, allergic reactions, and associated diseases.
• Further, I confirm I have provided:
  ○ Appropriate and available emergency contact information for the duration of all field experience and travel hours.
  ○ All necessary medical information, including a list of allergies, instructions, and medications to the appropriate school staff to ensure adequate care is available while student is under their supervision.
If overnight:
• I authorize my child's teacher, an adult in whose care the minor has been entrusted during the field experience, to do any acts which may be necessary or proper to provide for health care of the minor child, including but not limited to the power to (1) provide for health care at any hospital or other institution and employ any physician, dentist, nurse, or other person whose services may be needed for such health care; and (2) consent to and authorize any health care, including administration of anesthesia, X-ray examination, and performance of life-sustaining procedures. This consent shall be effective only during the field experience described herein.
• I further agree to indemnify and hold harmless the faculty sponsor, volunteer chaperone, the Board of Education (including its agents, employees, and representatives) from and against any and all claims, suits, or causes of action which I or my child may have or claim to for any injuries arising from, out of, during, or in connection with my child's participation in the field experience or the rendering of emergency medical care or treatment, except for injuries caused by the most by gross negligence or intentional wrongdoing.
• Failure to follow the rules of behavior, directions, or instructions may result in being sent home by the most reasonable and appropriate means of transportation, at the family's personal expense.	

I do not give permission for my child to participate in this field experience.	

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet
Sponsor Agreement

Field Experience Sponsor By: _____

Traveling To: _____ Field Experience Date: _____

Sponsors, chaperones, and students are expected to abide by the District's Bus Riding Rules. Students will also abide by the District's Student Code of Conduct. The field experience cannot proceed until each of the following is completed. All field experiences must have a sponsor on board the bus when students are being transported. The driver cannot begin the field experience until there is at least one sponsor on board the bus.

The sponsor must provide the driver with a student roster. This roster must consist of **ONLY** the students' first and last names, and date of birth, along with the sponsor and chaperones' names. No other information should be on the roster. The sponsor must check the roster immediately after students board the bus to ensure that only emergency data is kept by the sponsor, along with a copy of the District emergency procedure guidelines. This roster will be kept by the driver and given to the bus driver's supervisor along with the bus permit at the end of the field experience.

The bus driver and sponsor will exchange names and phone numbers where they can be reached during the field experience. The sponsor has provided the driver with instructions on reaching the destination. All equipment is properly stored and riders are seated. The bus driver has briefed passengers on emergency procedures.

- Direct and supervise all chaperones.
- Ensure that there is a student-to-chaperone ratio 10:1(elementary) or 15:1(secondary) on board the bus.
- All riders are safely seated and stay seated while the bus is in motion. No passenger is permitted forward of the front passenger seat when the bus is in motion, this includes teachers giving instructions during the field experience. If a sponsor/chaperone needs to conference with a student while the bus is in motion, the sponsor/chaperone may move to the student (the student is not to move to the sponsor/chaperone).
- Bus aisles and emergency exits are clear and unobstructed; this requires that no objects (coolers, suitcases, sports equipment, etc.), trash, and trash bags be located in the aisles or block easy access to an emergency exit of any kind (this includes window exits).
- The sponsors must allow adequate time after loading for drivers to brief passengers on emergency procedures. The bus driver will announce the following:
  - Review the location and operation of emergency exits
  - Review procedures for evacuation of the bus
  - Ensure that access by passengers to these exits are not obstructed
  - Inform the passengers that they cannot extend any part of their body outside the interior space of the bus when the bus is moving
  - Inform the passengers that they cannot throw anything from the bus
- The sponsors and chaperones are responsible for ensuring all passengers are accounted for before departing any location where passengers have exited the bus.
- The sponsor is responsible for providing the driver with directions to the. destination and parking arrangements once there. This includes if stops are made to restaurants or other intermediate stops.

During tile field experience tile driver will depend on the Sponsor and Chaperones to:

- Assist the driver in assuring that all rules, regulations, and laws governing the operation of a school bus are adhered to throughout the entire field experience by all passengers.
- Position themselves in various areas on the bus to best monitor students.
- All food items, drink containers, and trash is placed in trash bags by students, sponsors, and chaperones prior to the end of the field experience. A cleaning charge will be added to the field experience cost if excessive cleaning is required after the students have departed.

The Driver has the authority to:

- Cancel the field experience or return earlier than scheduled due to severe weather conditions or in the event of operational safety issues.
- Assure compliance with all state and federal motor vehicle safety and school transportation laws and regulations.

Our primary purpose is to transport students safely. If drivers experience excessive disciplinary problems, they are instructed to first pull over to handle the situation or give the sponsor(s) an opportunity to resolve the situation. If the misbehavior continues, the driver has the responsibility to report the situation to his/her supervisor, at which time a written report will be made to the school principal. Misbehavior may result in the loss of field experience privileges for students, groups, classes, or teams who refuse to follow the safety rules.

I have read and understand the above guidelines and agree to comply for the duration of the activity field experience stated above.

Sponsor's Name: _____ Signature & Date: _____

ORANGEBURG COUNTY SCHOOL DISTRICT
We Are One

Field Experience Packet
Chaperone Agreement

Field Experience Destination: _____ **Date:** _____

Sponsor's Name: _____ **School Name:** _____

Thank you for agreeing to be a Chaperone for this field experience. Your role as Chaperone is to follow and enforce the District's Bus Riding Rules, to include the following:

Sponsors, chaperones, and students are expected to abide by the District's Bus Riding Rules below (students will also abide by the District's Student Code of Conduct);

Chaperones are volunteer adults that offer their services to assist the sponsor(s) and bus driver during a field experience.

The bus driver will provide a business card for the chaperone to complete, providing his/her name and telephone number. The bus driver will fill out a similar card and exchange cards with the chaperone.

- Sponsors and chaperones are responsible for ensuring all passengers are accounted for before departing any location where passengers have exited the bus.
- All riders are required to have a safe seating position and stay seated while the bus is in motion. No passenger is permitted forward of the front passenger seat when the bus is in motion. This includes teachers giving instructions during the field experience.
- Bus aisles and emergency exits must be kept clear and unobstructed; this requires that no objects (coolers, suitcases, sports equipment, etc.), trash, and trash bags be located in the aisles or block easy access to an emergency exit of any kind (this includes window exits).
- Adequate time must be allowed after loading for drivers to brief passengers on emergency procedures.
- Roof hatches and emergency exit doors should be operated only in an emergency or by the bus driver.
- While audio devices and cell phones may be authorized by the field experience sponsor on athletic field experiences, the field experience sponsor/chaperone assumes responsibility for ensuring all passengers hear and obey safety instructions from the driver. Please refer to the District cell phone policy for details
- For safety reasons, no loud music, singing, or cheering are permitted. Profanity, ethnic slurs, or bullying are prohibited. Students will abide by the District Student Code of Conduct at all times.
- No part of a rider's body may extend outside the interior of the bus while the bus is in motion. No rider is allowed to throw items from the bus.
- All food items, drink containers, and trash must be placed in trash bags by students, sponsors, and chaperones prior to the end of the field experience; trash bags will be provided by the bus driver. No alcohol or tobacco products are permitted on the bus at any time.

I have read and understand the above guidelines and agree to comply for the duration of the activity field experience stated above.

Chaperone's Name: _____ Signature & Date: _____