

District Field Trip One-pager and Check-list

Defining: (In one sentence)

A planned visit outside the classroom taken by students under the supervision of a teacher or other school official for the purpose of extending the instructional activities of the classroom through first-hand experience and participation in functional situations that relate directly to what is being studied.

Routine, Local Field Trip – A field trip that usually falls within a 25-mile radius of the school, takes place within the regular school day and uses contracted means of transportation.

Unusual Field Trip – A field trip that fulfills any one of the following conditions: covers more than a 25-mile radius, requires more than one day, uses non-contracted means of transportation, includes additional transportation fees or involves other unusual circumstances.

Purpose: (What's the point?)

Characteristics of Topic:

- The experience enhances the program of instruction and adds much to the education of a student.
- The activities contribute substantially to the achievement of desirable educational goals.
- The experience is planned with an educational purpose and in relation to a unit of study.
- The experience provides a unique opportunity to connect classroom learning to the students' community.

Conditions Necessary for Topic:

- A field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience before, during and at the conclusion of the trip.
- Teachers and principals consider the following factors in the selection of field trips:
 - ▶ Value of the activity to the particular class group or class groups.
 - ▶ Relationship of the field trip activity to a particular aspect of classroom instruction.
 - ▶ Suitability of the activity and distance traveled in terms of the age level of students.
 - ▶ Mode and availability of transportation.
 - ▶ Cost of field trip or excursion.
- All parents of students who are eligible to participate in the field trip are notified of the activity.

The Hattie Check: (Identify the high leverage point)

John Hattie developed a way of synthesizing various influences in different meta-analyses according to their effect size and developed a list of the relative effects of different influences on student achievement, and ranked those most related to learning outcomes from very positive effects to very negative effects. Hattie found that the average effect size of all the interventions studied was 0.40, and judged the success of influences relative to this 'hinge point', in order to find an answer to the question "What works best in education?"

Process: (How does it work?)

How it is used by teachers:

- Plan experiences that meet the characteristics of a District Field Trip.
- Plan before, during and after instructional activities that leverage the experience to build a deeper understanding of the unit of study.
- Submit a request to the building principal more than two prior to the field trip.
- Ensure all students have signed permission to participate in the field trip.

- Actively supervise students during the field trip to ensure appropriate behavior is displayed that represents The School District of University City positively in the public.

How it is used by students:

- Engage in learning activities before, during and after the field trip.
- Obtain permission to participate in the field trip.
- Engage in appropriate behavior during the field trip.

Content Connections: (Links to specific One-pagers/Check-Lists)

- [PreK-12 Grade Level Field Trips for 24-25](#)

Reference:

Board Policies: [Policy IICA: FIELD TRIPS AND EXCURSIONS](#), [Administrative Procedure IICA-AP\(1\): FIELD TRIPS AND EXCURSIONS](#)

Checklist for:	
Criteria	✓
Teacher or C&I Step 1:	
Plan or identify an activity that contributes substantially to the achievement of desirable educational goals of a unit of study.	☐
Determine if the value of the activity will be more beneficial to the class than remaining in the classroom.	☐
Follow your building-specific Field Trip Procedure and go on to Step 2.	☐
Step 2: Identify planning logistics that include distance of field trip to determine if it is a Local Field Trip or a Unusual Field Trip. Complete the Local Educational Field Trip Form (Step 2a) or work with your principal to complete an Unusual Field Trip Form (Step 2b).	☐
Step 2a (Teacher or C&I) - Complete the Local Educational Field Trip Form:	
Date of Field Trip (Form must be received by the Office of Curriculum and Instruction at least TWO WEEKS prior to the field trip to be approved.)	☐
Account #: The school must identify the Budget Account Code that will pay for the field trip.	☐
Departure and Return Time: Field trips must be scheduled before and after us routes. Departure times must be after 9:00 am. Return times must be before 2:00 pm. Field trips later than 2:00 pm will be picked up after 4:00 pm.	☐
# of Students Participating: Accurate numbers must be reported.	☐
# of Adults: Minimum of two adults per trip. The school must have adequate chaperones to supervise all students at all times.	☐
Total # of People Making the Bus Trip: Include all students and adults.	☐
Total # of Buses Needed: Maximum Capacity of bus is 50 for elementary students and 45 for secondary students.	☐
Destination Name and Address: Include exact location for the bus driver to use and to be included on the Student Permission Slips.	☐
Describe the specific contribution this field trip will have to the achievement of desirable educational goals of a unit of study.: Be sure to include the educational goal of the unit of study and the outcomes that are expected from the field trip. There should be a clear connection between the field trip experience, the educational goals of the unit of study, and the intended outcomes of the trip.	☐
Describe the instructional plan: Include the instructional plans and activities for students to assimilate the experience before, during, and at the conclusion of the trip.	☐
Lunch Plans if applicable: If students will not be in the building during regular lunch time, you must include plans for ensuring all students are provided lunch.	☐
Signatures: Sponsoring Teacher must sign and date the form, then give to the principal for their approval and signature. Completed forms must be received by The Office of Curriculum and Instruction at least two	☐

weeks prior to the field trip date.	
Notification of Approved: The sponsoring teacher, the building principal, and the building secretary will receive a copy of the Approved Field Trip Form via email. If there are no buses available, please complete the Unusual Educational Field Trip Form to obtain approval for use of commercial or private transportation.	☐
Notify parents and check for consent: Permission slips are required. Edit this permission slip for the individual field trip or check the field in SIS called "Field Trip Consent". The decision should be made with the school principal. Pull that field in the Roster Query, and any student with a Y in the field has permission from their parents to attend any field trip. We need to inform them of where and when the students are going, and confirm that they have received that information. If a student has an N in that field, then the parent's didn't give permission, and that student either can't go on the field trip, or their parents need to be called and sent home a form for that student to be signed.	☐
Step 2b (Teacher or C&I) - Complete the Unusual Educational Field Trip Form:	
Date of Field Trip (Form must be received by the Superintendent at least TWO WEEKS prior to the field trip to be approved.)	☐
Account #: The school must identify the Budget Account Code that will pay for the field trip.	☐
Departure and Return Time: Field trips must be scheduled before and after bus routes. Departure times must be after 9:00 am. Return times must be before 2:00 pm. Field trips later than 2:00 pm will be picked up after 4:00 pm.	☐
# of Students Participating: Accurate numbers must be reported.	☐
# of Adults: Minimum of two adults per trip. The school must have adequate chaperones to supervise all students at all times.	☐
Total # of People Making the Trip: Include all students and adults.	☐
Transportation to be used: Specify the company and phone number if using a commercial transportation company. If using a Private Vehicle: Complete an Authorization of Private Vehicle form, get approval prior to trip, and provide insurance coverage.	☐
Destination Name and Address: Include exact location for the bus driver to use and to be included on the Student Permission Slips.	☐
How will this trip impact your School Improvement Plan? Describe how the trip relates to your grade level/course curriculum.: Be sure to include the educational goal of the unit of study and the outcomes that are expected from the field trip. There should be a clear connection between the field trip experience, the educational goals of the unit of study, and the intended outcomes of the trip.	☐
Schedule: Include names, addresses, and phone numbers for lodging and points of interest.	☐
Cost Per Person, Total Cost, and Source of Revenue: Provide detailed cost for all items. Provide an itemized account of how the trip will be funded.	☐
The Trip Supervisor must have emergency care information for all persons making the trip.	☐
Signatures: Sponsoring Teacher must sign and date the form, then give to the principal for their approval and signature. Completed forms must be received by The Office of the Superintendent at least two weeks prior to the field trip date. EF Tours FORMS	☐

Notification of Approved: The sponsoring teacher, the building principal, and the building secretary will receive a copy of the Approved Field Trip Form via email.	☐
Teacher or C&I Step 3: (In the event the field trip is cancelled)	
Field Trip Organizer (Teacher or C&I) - contact Peggy Brewer to cancel the bus. If Peggy Brewer cannot be reached, contact District transportation office (Transpar) at (314) 290-4046 or email transportation@ucityschools.org and include Peggy Brewer on the email.	
To reschedule, begin at step 1 again. Form must be resubmitted to order the bus for the new date and document the trip.	

Commercial transportation company list. You do not have to select from this list:

<https://www.totalcharterbus.com/school-event-bus-rental>

<https://www.stlouischarterbuscompany.com/school-event-bus-rental>

<https://www.nationalbuscharter.com/school-trip-bus-rental>

<https://www.uscoachways.com/school-trips>