

Bentley Community Schools: Field Trip Request Form (2340 F1)

When submitting a field trip request, complete ALL of Section A and submit to the administration office.

Section A: Building Use ONLY

Teacher		School/Grade/Class	Request Date
Trip Date		Destination/Address	
Number of Students	Number of Staff/Chaperones	Purpose of Trip	
Departure Time:		Return Arrival Time:	
Meal Arrangements:			

Specific Learning/Course Objectives to be Accomplished:
Student Behaviors that will Confirm Achievement of the Learning Objectives:
Pre-Trip Classroom Lessons/Activities:
Post Trip Activities/Lessons to Reinforce/Extend Learning:

Board Policy 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

A field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study. 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. The Board of Education shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State. The Superintendent shall approve all other such trips.

Students on all District-sponsored trips remain under the supervision of the 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.

Note: Please consult the entire board policy and guidelines when planning the trip.

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).

Teacher Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

Section B: Transportation Use☐ Transportation is NOT being requested.

If no transportation is required, check the appropriate box above. The administration office will contact the transportation department to complete Section B if transportation is required.

Cost	Number of Busses Needed: _____		
Estimated Miles	_____ x \$1.50 (Current RPM Charge)	\$	
Driver Rate	_____(rate) x _____ (hours) Estimated Trip Duration	\$	
Dinner Rate	If a trip exceeds 4 hours and is over dinner hour, an additional charge of \$8.40 per driver will be charged.	\$	TOTAL COST: \$

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. Transportation has been approved and will be scheduled upon approval of the Superintendent.

Transportation Department Signature: _____ Date: _____

*Once transportation has been approved, this form must be sent directly back to the administration office.

Driver(s) Assigned: (upon admin approval)

Section C: Superintendent Approval

Upon completion of this section, copies of this signed form will be provided to the original building, transportation department, and finance department.

Superintendent Approval: _____ Date: _____

Remarks:

If trip is NOT approved, provide the reason below:

Bentley Community Schools Field Trip: Parent Consent for Trip 2340 F2

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.

Parent Signature: _____ Date: _____

Bentley Community Schools Parent Consent for Partially-Unsupervised Trip 2340 F2a

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 following activities associated with this trip are such that my child cannot be supervised by school staff during certain segments of the trip:
(list segments/times below)

In light of the above, I hereby give consent to my child's participation in the trip and in the unsupervised activities.

Parent Signature: _____ Date: _____

Bentley Community Schools Responsibility Contract for Overnight Trips (2340 F6)

It is a privilege for you to participate in the District-Sponsored trip to _____. Because this trip is part of the District's educational program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

I agree to:

- A. Refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized.
- B. Sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened and an adult chaperone is notified;
- C. Keep my assigned chaperone advised of my whereabouts at all times;
- D. Attend all mandatory activities and meal functions;
- E. Adhere to all established curfews;
- F. Conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
- G. Adhere to any established dress code;
- H. Comply, throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance to general District policies.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Bentley Community Schools Checklist for Trips (2340 F3)

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

- _____ 1. Approved Field Trip Request (2340 F1)
- _____ 2. Properly Certified Driver
- _____ 3. Parental Consent (2340 F2/F2a)
- _____ 4. Medical Emergency Release Forms / Emergency Cards (one for each student; in possession of person in charge of groups)
- _____ 5. Safe Vehicle in Good Running Order
- _____ 6. First Aid Supplies
- _____ 7. Equipment and Supplies
- _____ 8. Food and Water (if applicable)
- _____ 9. Visiting Agreements and Permits (if applicable)

Bentley Community Schools Field Trip Evaluation (2340 F7)

This is to be completed within three days of returning from the field trip.

School: _____ Teacher: _____ Class: _____

Trip Date: _____ This Date: _____

- 1) What was the purpose of this trip?
- 2) What was the learning behavior expected of students that was to confirm this 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 up from this field trip experience? Explain.
- 5) Should the trip site be selected again because it was appropriate for accomplishing the trip's learning purpose? Explain.
- 6) What changes need to be made in the plan 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? Explain.