

SOUTH KINGSTOWN SCHOOL DEPARTMENT



FIELD TRIP HANDBOOK

Table of Contents

Field Trip Planning	2
General Considerations for Field Trips	2
Medical Needs Guidelines	5
Funding	6
Chaperone Guidelines	7
Transportation	7
Field Trip Accessibility Guide	9
Field Trip Forms	35

General Guidelines and Procedures for All Field Trips

Field Trip Planning:

The value of any field trip must be assessed in the context of the amount of classroom instructional time lost, the potential contribution to student learning and the financial costs to the individual student, the school and the district. The goal is not to impose restrictions on learning activities which contribute to legitimate educational outcomes. Rather, the goal is to enable all those responsible for the education of our students to ensure that such activities undertaken during the school year:

- Are directly related to the tasks the school is expected to perform within a relatively short school year;
- Is directly related to and a logical extension of the subject material being taught by the teacher and being studied by the students eligible to participate;
- Is appropriate for the age and maturity levels of the students eligible to participate;
- Are organized with provision for adequate supervision; and
- Are conducted in a manner which will not bring discredit upon the teacher, the school or the district.

General Considerations for Field Trips:

- Health and safety shall be given the highest priority for students and staff when planning and participating in Field Trips.
- No student shall be prevented from participating in a field trip because of a lack of sufficient funds or for not participating in fund raising activities. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.
- It is recommended that schools plan trips from grade to grade and subject to subject to avoid duplication.
- Field trips cannot affect students' grades and cannot be essential to the completion of the course goals.
- Field trips should be planned so that students are not absent from school. In the event this is not possible, absences should be limited to the least number of school days possible.

- Arrangements must be made for the instruction of any students not participating in the trip who are typically taught by the teachers involved in the field trip. A minimum of 2/3 of any class must participate if the trip is to go ahead.
- Teachers and staff at the school should be consulted with and/or informed about the trip well in advance so they may plan their schedules accordingly.
- Parents must be kept well informed of field trip activities. Signed parent consents must be received before departure. Information concerning medical problems must be directly requested from parents during the field trip preparations. The school nurse must be consulted when any medical condition exists for a participating student.
- If nursing coverage is required for the field trip, this expenditure must be included in the per pupil cost of the trip. The nurse may need to be obtained through an agency, especially for an extended trip, and this expenditure must be absorbed in the cost of the trip.
- No student may be denied access to a field trip or other activity on the basis of disability. If a school or general education teacher plans a field trip, special education students from that class may not be excluded from the trip. Access can be denied on behavior only if the behavior is not related to the student's disability and the standard is equally applied to all students.
- Field trips begin and end at the students' school.
- The following field trips are linked to specific elementary curriculum objectives, and, if possible, these trips should be experienced by each student in the grades indicated. While these trips may be taken after the grade indicated, they may not be taken earlier in a student's elementary program.

GRADE	LOCATION
K	Peckham Farm
1	Frosty Drew Nature Center
2	Casey Farm
3	Primitive Arts Museum - South Kingstown Walking Tour
4	Slater Mill
5	Pequot Museum

- The Superintendent and/or the School Committee reserves the right to cancel any field trip up to and including the day of departure to ensure safety, especially if alternate nursing plans are not in place for medically fragile students attending the field trip.

Medical Needs Guidelines:

- Attention to special health concerns of students is a required element of the planning process.
- Plan in advance of the field trip to make sure that needed services/precautions are available or in place while away from school.
- An appropriate alternate assignment (one agreed to by both parents and educators) must be in place for medically fragile students in the event previously planned nursing services are unavailable at the last moment.
- Consult with, and when necessary, receive training from, and obtain written comments from the school nurse regarding any students who have documented medical needs (e.g. allergies, etc). If any student has a serious medical condition, be sure that his/her doctor writes a letter indicating the child may safely attend and participate in trip activities.
- Special arrangements must be made for students needing treatment or care by a licensed RN (e.g. insulin injections, or medication that must be measured or drawn up, or invasive medical procedures). These arrangements must be in compliance with District policy and State and Federal law.
- For students possibly needing prescribed medical care while on a field trip, there must be an exchange of information between the school nurse and the teachers on the field trip regarding care of the student.
- Students requiring specialized medical care should be chaperoned by a school nurse or other medically trained equivalent. This is necessary for students requiring insulin or other medically specialized procedures. Parents may attend a field trip or designate an adult to attend in their place in order to relieve the necessity for a licensed nurse to attend in order to dispense medication(s) or perform specialized procedures.
- For students requiring medical procedures, while conducting a field trip, the teacher should have a copy of the student's emergency contact information in his/her possession or immediately available.
- Teachers are responsible to ensure that student(s) who carry/self-administer their own medication have their medication with them prior to leaving the school.
- Students who require a wheelchair to participate in the trip must be transported in a vehicle in which the wheelchair can be secured and a lift bus should be available for these students.

- It is against federal law to require parents of children with serious health issues to go on field trips per Section 504 of the Rehabilitation Act of 1973. <http://www.504Idea.org/504overview.html> "Schools may not condition the provision of the nonacademic service on the parent's attendance or provision of a babysitter, exclude disabled students, or charge a higher cost than that charged nondisabled students' parents."

Funding:

- No student shall be prevented from participating in a field trip because of a lack of sufficient funds or for not participating in fund-raising activities. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.
- Students may not be charged for costs of field trips, including admission fees, which relate directly to their individual district-approved instructional program.
- Funding for instructional field trips may also be accomplished through fund-raising activities conducted in accordance with School Committee Policy #2110.

Chaperone Guidelines:

- At no time will the ratio of chaperones to students be less than 1 to 10.
- All chaperones are required to be at least twenty-one years of age and to have had a background check within the past two years that meets the satisfaction of the School Department. Allow approximately 2 – 3 weeks for this process to ensure chaperones are certified well before the trip.
- All school rules apply on district sponsored events. Chaperones are expected to comply with district policies, work cooperatively with other staff and volunteers and model appropriate behaviors for students.
- For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
- Chaperones should be sure to know what to do in an emergency, know who is first aid trained, where the first aid kit is, and who has copies of parental permission slips with emergency numbers and medical information.

Transportation:

- School buses will be used for all field trips within 100 miles of the school.
- Coach buses may be used for trips in excess of 100 miles and if the cost is less than the cost of a school bus.
- If the district's transportation company cannot provide service for the planned field trip, the school may use other bus companies. In these instances, both the building administrator and the transportation manager must give approval, and the transportation company selected must be priced competitively.
- Transportation to and from the field trip must be made available to all students on an equitable basis. If a wheelchair bus is required to transport a handicapped student, the cost will be added to the overall cost of the fieldtrip.
- Private transportation should not be used for field trips.

South Kingstown School Department



Field Trip Accessibility Guide

*A detailed guide to the
accessibility of field trip
destinations in Southern New
England for educators in
South Kingstown*

Table of Contents

South County

- Biomes Center
- Gilbert Stuart Birthplace
- Museum of Primitive Arts & Culture
- Old Mountain Lanes Bowling
- Old Washington County Jail
- Smith's Castle
- South County Museum
- Tomaquag Museum

Rhode Island

- Audobon Environmental Education Center
- Museum of Natural History & Planetarium
- Newport Mansions
- Norman Bird Sanctuary
- Providence Children's Museum
- Rhode Island Statehouse
- RISD Art Museum
- Roger Williams Park & Zoo
- Slater Mill
- Touro Synagogue
- URI Environmental Education Center

Connecticut

- Mystic Aquarium
- Mystic Seaport

Massachusetts

- Boston Museum of Science
- Plymouth Plantation

Biomes Center
221 Shady Lea Road
North Kingstown, RI 02852

Description: The Biomes Center is Southern New England's premier private aquarium and educational center. Hands-on educational programs featuring marine life of the Narragansett Bay and the Atlantic Ocean, including multiple petting tanks (even sharks!), are available for students and families. Over 100 species of marine life in 60 different exhibits are shared with students by trained professionals.

There are several field trip programs available to meet GSE standards for your class. Please visit the website or call for more information about specific programs. The Biomes Center also has a traveling tide pool, which brings a snapshot of what they have to offer directly to your classroom.

Distance from South Kingstown: Approximately 12 miles (20 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: The Biomes Center is completely wheelchair accessible including entry ways, emergency exits, restrooms, and all exhibits. Touch tanks are built at a level ensuring that visitors in wheelchairs can fully participate. It is recommended that 1-2 hours be allotted for each visit.

For More Information:

Phone: (401) 295-4590

Website: <http://www.biomescenter.com/>

Gilbert Stuart Birthplace

815 Gilbert Stuart Road

Saunderstown, RI 02874

Description: The Gilbert Stuart Birthplace and Museum is situated on 23 acres in the woods of Saunderstown, Rhode Island on a beautiful millpond and stream. You will discover the 1750 home and birthplace of renowned artist Gilbert Stuart, operational waterwheels for a snuff mill and a gristmill, a fish ladder, and a colonial herb garden. Boat rentals, available to members, provide an opportunity to experience the pristine 57-acre Carr Pond. Our nature trails provide scenic overlooks of the pond and opportunities to observe the birds and wildlife on the property. The site is open May through October.

Distance from South Kingstown: Approximately 8 miles (15 minutes)

Wheelchair Accessible: Partial

Power Chair Accessible: No

Wheelchair Rentals Available: No

Additional Accessibility Information: Due to the historic nature of the site, parts of the buildings are not wheelchair or power chair accessible. Entrance to the house and mill requires one step, which can be navigated with a manual wheelchair assisted by an adult. Many of the trails are accessible, but are primarily dirt and gravel paths which may be impacted by weather. Field Trip coordinators will help you plan your trip according to accessibility needs. Please allow 1-3 hours for your visit depending on programs selected.

For More Information:

Phone: 401-294-3001

Website: <http://www.gilbertstuartmuseum.com/>

Museum of Primitive Arts & Cultures

1058 Kingstown Road

South Kingstown, RI

Description: Founded in 1892, South County's oldest museum houses 15,000+ archaeological and ethnological objects from around the world. Changing exhibits in the period Southwest Mission-style gallery. The Museum boasts several Public Education Programs designed especially to fit into the Rhode Island Social Studies curriculum. Guided programs last approximately one hour, additional time for individual exploration is recommended. Open year round.

Distance from South Kingstown: In Wakefield (5 minutes)

Wheelchair Accessible: No

Power Chair Accessible: No

Wheelchair Rentals Available: No

Additional Accessibility Information: The Museum is located on the second floor of a historic building in Peacedale and stairs are required for entry. Inside the museum, passageways between exhibits are narrow and children with difficulty walking may require assistance. Please contact the site with any additional questions.

For More Information:

Phone: 401-783-5711

Website: <http://www.primitiveartmuseum.org/index.htm>

Old Mountain Lanes

756 Kingstown Lane

Wakefield, RI 02879

Description: Old Mountain Lanes is a traditional bowling alley complete with mini-arcade, duck-pin bowling, and a full-service diner.

Distance from South Kingstown: Located in Wakefield (5 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: Bathrooms, walkways and entryways are consistent with ADA standards and a ramp exists to go from the main level to the bowling area. Ball ramps are available, which can be placed in front of any chair to allow for easy propelling of bowling balls down the lane without the need to pick them up.

For More Information:

Phone: (401) 783-5511

Website: <http://www.oldmountainlanesri.com>

Old Washington County Jail

2636 Kingstown Road (Rt 138)

South Kingstown, RI 02881

Description: Explore the region's history at the old Washington County Jail (1792 & 1858), one of the oldest surviving jails in Rhode Island and the headquarters of the Pettaquamscutt Historical Society. The Jail also contains period rooms and historical displays. Open year round.

Distance from South Kingstown: Approximately 4 miles (10 minutes)

Wheelchair Accessible: No

Power Chair Accessible: No

Wheelchair Rentals Available: No

Additional Accessibility Information: The jail itself is not accessible by ADA standards. The entrance to the main room of the jail has two short steps and a lightweight, manual chair could be "bumped up" by an adult, but once inside navigation throughout the exhibit would be difficult and limited. Bathrooms are located down a narrow staircase and children with difficulty on stairs may require assistance. The Hale House adjacent to the jail is fully accessible, including restrooms, and visits to the two sites are often combined.

For More Information:

Phone: 401-783-1328

Website: <http://www.pettaquamscutt.org/historyoftheoldjail.htm>

Smith's Castle

55 Richard Smith Drive

Wickford, RI 02852

Description: Smith's Castle is an award-winning historic site where four centuries of Rhode Island history are preserved and interpreted through tours, historic reenactments, and educational programs for both adults and children. They provide special programs for school groups. Presentations on colonial life and history, including options for hands-on craft activities, are available. Docents also travel to schools and conduct focused programs for students in their own classroom. The school tour season runs from mid-April through the first week of December. They will tailor an on-site program to meet your needs. We can also bring a Trunk Show to your classroom. For all programs, children work in small groups with costumed docents.

Distance from South Kingstown: Approximately 12 miles (20 minutes)

Wheelchair Accessible: Partial

Power Chair Accessible: Partial

Wheelchair Rentals Available: No

Additional Accessibility Information: It is recommended that you contact the facility with any special needs prior to visiting. Due to the historic nature of the home, portions are not accessible in accordance with ADA standards. Portions of the home are only accessible by stairway. The gardens are accessible by power or wheelchair, but contain gravel and dirt paths, which may be impacted by weather. Guided visits last approximately 1-2 hours.

For More Information:

Phone: 401-294-3521

Website: <http://www.smithscastle.org>

South County Museum

Strathmore Street

Narragansett, RI

Description: Established in 1933 to inspire wonder and a better understanding of rural and agricultural village life in coastal Rhode Island. Six exhibit buildings highlight blacksmith, carpentry, printing and textile trades and a Living History Farm with a purebred flock of Rhode Island Reds – the state bird! Located on Strathmore Street, off Kingstown Road. The museum is open for guided field trips Wednesdays through Fridays May through October.

Distance from South Kingstown: Approximately 3 miles (10 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Partial

Wheelchair Rentals Available: No

Additional Accessibility Information: A ramp built in accordance with ADA guidelines is available for entry into the main building. All other buildings are on ground floor or have one to two small steps, which can be climbed in a manual wheelchair with adult assistance. Inside the buildings, some exhibits may be of limited visibility to persons in wheelchairs. Tours last approximately one hour and an additional hour is recommended for viewing non-guided exhibits, gardens and animal pens. Please contact the site for additional information

For More Information:

Phone: 401-783-5400

Website: <http://www.southcountymuseum.org>

Tomaquag Museum

Arcadia Village, Summit Road
Exeter, RI

Description: Rhode Island's only museum entirely dedicated to telling the story of the state's original inhabitants, and the only museum operated by and for Native people. The museum maintains a collection of Native American artifacts from across the continent, with a focus on collections from Southern New England. Multiple educational tours focusing on specific curriculum areas are available. Plan to spend approximately two hours at the museum and education center depending on the program you choose. Open year round.

Distance from South Kingstown: Approximately 18 miles (36 minutes)

Wheelchair Accessible: Partial

Power Chair Accessible: Partial

Wheelchair Rentals Available: No

Additional Accessibility Information: The Museum and many activities are completely wheelchair and power chair accessible. Certain programs involve nature hikes through dirt and uneven terrain that are not power chair accessible and may have limited accessibility for adult assisted manual chairs depending on recent weather. Many tours also involve games and craft activities that may not be accessible depending on the student. The Tomaquag museum prides itself on being able to work with educators to create a program appropriate for each individual group.

For More Information:

Phone: 401-491-9063

Website: <http://www.tomaquagmuseum.com/index.cfm?ac=museum>

Audubon Society of Rhode Island

Environmental Education Center

1401 Hope Street (Rte 114)

Bristol, RI 02809

Description: The Audubon Environmental Education Center is a state-of-the-art natural history museum and aquarium offering many natural wonders to explore. Look inside a 33-foot life size Right Whale, discover life in a tide pool, observe Narragansett Bay's marine life, visit a rare blue lobster, or even explore a cornfield at night. The Center's interactive exhibits feature local habitats and offer many fun ways to enjoy nature. Situated on the 28-acre McIntosh Wildlife Refuge, the Environmental Education Center has walking trails with a ¼ mile boardwalk that winds through fresh and saltwater marshes to a majestic view of Narragansett Bay. The refuge is along the East Bay Bike Path allowing bikers and walkers access to the refuge's natural beauty. The Center offers guided tours, nature walks, special family programs and much more throughout the year.

Distance from South Kingstown: Approximately 40 miles (50 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Contact site

Wheelchair Rentals Available: No

Additional Accessibility Information: The facility and trails are handicapped accessible.

However, some of the trails are dirt so weather may impact accessibility.

For More Information:

Phone: (401) 245-7500

Website: <http://www.asri.org/Environmental-Education-Center/environmental-education-center.htm> |

Museum of Natural History & Planetarium

1000 Elmwood Avenue

Providence RI, 02907

Description: The Museum of Natural History boasts a collection of over 250,000 objects with collections including about 85% natural history and 15% cultural materials. Though many are of Rhode Island origin, the museum houses specimens and objects from all over the world. Among the natural history collections are 175,000 preserved plants and animals such as insects, mollusk shells, birds, and mammals. There are also 15,000 earth science specimens consisting of rocks, minerals, and fossils. The Museum has an especially rich collection of plant fossils from Coal Age Rhode Island...these are older than dinosaurs being 350 million years old! The cultural collections consist of about 20,000 archaeological artifacts, mostly from North America. They also contain 4,000 ethnographic objects such as baskets, textiles, tools, and carvings with special emphasis on Oceania and Native North America. The Museum offers a wide variety of educational programs for teachers to coordinate with curriculums.

Distance from South Kingstown: Approx 28 miles (40 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: The Museum of Natural History contains an elevette enabling access to all public areas of the museum. All walkways meet ADA standards though some exhibits may be difficult to fully view from a wheelchair. Viewing all exhibits takes approximately one hour. Time may be extended depending on selection of educational programs.

For More Information:

Phone: (401) 785-9457 x247

Website: <http://cityof.providenceri.com/museum/school-group-programs>

Newport Mansions

Multiple Sites

424 Bellevue Avenue

Newport, RI 02840

Description: The Preservation Society of Newport County, Rhode Island's largest cultural organization preserves and protects the best of Newport County's architectural heritage. Its 11 historic properties and landscapes - seven of which are National Historic Landmarks - trace America's architectural and social development from the Colonial era through the Gilded Age. In keeping with its mission, the Society strives to offer its members and the public a comprehensive view of each property's architecture, interiors, landscapes and social history. Resource guides are available for teachers to accompany them on their visit to these historic sites. Visits may be timed in accordance with a variety of educational opportunities and workshops.

Distance from South Kingstown: Approximately 19 miles (30 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: The Breakers and Rosecliff are fully wheelchair accessible. Marble House and The Elms are partially wheelchair accessible. For detailed information about access for visitors with special needs, please contact the mansion society. Please allow one hour to an hour and a half for each home you visit.

For More Information:

Phone: 401-847-1000

Website: <http://www.newportmansions.org>

Norman Bird Sanctuary

583 Third Beach Road

Middletown, RI 02842

Description: Norman Bird Sanctuary is a 325 acre refuge which offers a variety of age-appropriate environmental education programs for early childhood, elementary, and middle and high school students. Choose from a full slate of innovative and engaging field trip programs, outreach courses, after schools, and other special programs! The site includes over seven miles of trails along with a historic farmhouse, museum, and gift shop. .

Distance from South Kingstown: Approximately 22 miles (35 minutes)

Wheelchair Accessible: Yes (with assistance)

Power Chair Accessible: Partial

Wheelchair Rentals Available: Yes

Additional Accessibility Information: Norman Bird Sanctuary offers an allterrain wheelchair for students with mobility needs. Use of their chair should be coordinated ahead of time. A variety of programs are available including simple 1-2hour nature programs up to half or full day programs including guided trail walks depending on the needs of the class.

For More Information:

Phone: 401-846-2577

Website: <http://www.normanbirdsanctuary.org>

Providence Children's Museum

100 South Street

Providence, RI

Description: Providence Children's Museum is the ideal place for school field trips, camp outings, community group trips and Scout excursions. Kids become engineers, building bridges or moving water through fountains and locks. Students travel through history to meet people who traveled from different lands to make Rhode Island their home. They get the inside scoop on the human body with a close-up look at the bones beneath their skin. Along the way, Museum staff members encourage grade-appropriate activities while teacher resource packets and tour cards help you to customize your group's learning experience during your visit. Enhance your Museum Adventure field trip with a hands-on classroom activity led by a Museum educator.

Distance from South Kingstown: Approximately 30 miles (40 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: The Providence Children's Museum includes ramps and wide walkways in accordance to ADA guidelines. Accessible bathrooms are available. The vast majority of exhibits and hands on activities are wheelchair and power chair accessible. The Water Ways exhibit poses a splash risk. Smocks are provided, but care should be taken with motorized assistive devices and equipment. In addition, certain activities in the Underland exhibit and the Climber area involve climbing and crawling through narrow spaces.

For More Information:

Phone: 401-273-KIDS

Website: www.childrensmuseum.org

Rhode Island Statehouse

82 Smith Street

Providence, RI 02903

Description: The Rhode Island Statehouse serves as the capital building and meeting place for the Rhode Island General Assembly of state Senators and Representatives. The building has served this purpose since it opened in 1901. The trademark design, similar to that of our Nation's Capital building in Washington D.C. has even been used in movies. Educational tours are given daily and can be scheduled in advance by calling the number below.

Distance from South Kingstown: Approximately 32 miles (40 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: While the Statehouse is accessible as required by law for Municipal buildings, the wheelchair lift is located in the rear of the building, which is approximately a five minute walk from the main entrance where busses typically drop off. Once inside the building is accessible including bathrooms. Elevators and ramps are available throughout the building to accommodate the needs of visitors and legislators alike. Tours of the statehouse take approximately one to two hours depending on the nature of the tour.

For More Information:

Phone: 401-222-3983

Website: <http://www.rilin.state.ri.us/statehousetour/>

RISD Art Museum

224 Benefit Street

Providence, RI 02903

Description: The RISD Museum’s School-Visit Programs engage students in grades K–12 in object-based lessons, helping them develop visual-literacy skills and an appreciation for works of art. Students learn to look carefully at works of art in our collections and special exhibitions and articulate their ideas about them. These facilitated engagements provide vital support to many curricular areas, including history, literature, science, and math, while building skills related to observation, analysis, critical thinking, and problem solving. Programs also support state and national standards for historical perspectives, social studies, English language arts, and the visual arts. Visits should be scheduled four weeks in advance.

Distance from South Kingstown: Approximately 32 miles (40 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: The RISD Art Museum is entirely accessible via ramps and elevators. All exhibits are at a level observable by wheelchair or power chair.

For More Information:

Phone: 401-454-6546

Website: <http://www.risdmuseum.org/>

Roger Williams Park Zoo

1000 Elmwood Avenue

Providence, RI 02907

Description: Roger Williams Park Zoo is home to over 100 species of mammals, birds, reptiles, insects and more. Exhibits include the Fabric of Africa, North America, Tropical Americas, Australasia, The Marco Polo Trail, and the Junior Wetlands Trail. School programs are aligned with Rhode Island Grade Span Expectations and Early Childhood Learning Standards. At the Zoo, a number of science-based formal education programs are offered to complement classroom curriculums. Free, standards-based self-guided tours are available on the website, for teachers that want to make the most of a Zoo fieldtrip but may not be able to take advantage of a formal Zoo education program during their visit. Off Zoo grounds, the Zoomobile carries educational messages and ambassador animals to schools all over Rhode Island and Southeastern New England. The Zoo also provides teachers with additional resources like professional development opportunities and an Educator e-Newsletter that addresses current classroom challenges and best practices.

Distance from South Kingstown: Approx 28 miles (40 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: Yes (\$5 rental fee plus \$10 refundable deposit for manual wheelchair. Motorized EZ carts also available)

Additional Accessibility Information: While the Zoo is accessible to both manual and power wheelchairs, some exhibits within the children's zoo area are not accessible as they involve crawling, jumping and climbing. All animal exhibits, shows, and educational programs are accessible by ADA standards. RWPZ is also home to a travelling exhibit, the Zoomobile, which can bring the joy of the zoo into your classroom. Visits to the Zoo can last anywhere from 2 hours to a full day depending on planned activities.

For More Information:

Phone: (401) 785-3510

Website: http://www.rogerwilliamsparkzoo.org/visit/amenities_guestservices.cfm

<http://www.rogerwilliamsparkzoo.org/education/schools.cfm>

Slater Mill & Park

67 Roosevelt Avenue

Pawtucket, RI

Description: Slater Mill is the birthplace of modern American industry. This three building tour takes students back to the era when Moses brown, Samuel Slater and others launched America's Industrial revolution. In the Slater Mill, opened in 1793, students will see the original factory floor and machine layout as it was in Mr. Slater's day. The Wilkinson Mill, opened in 1810, served as a machine tool part shop in service to Mr. Slater's original mill and is the birthplace of the precision screw. In the 1758 Sylvanus Brown House students will see how a middle class artisan family would have lived in the late 18th century. The tour, conducted by trained, costumed interpreters, will emphasize the machine technology, capitalization, power generation, working conditions and production processes that characterized America's industrial origins. In the nearby Visitor Center a large floor map and free film lend historical background and modern perspective to a student's site visit. The museum is closed during the week in November, March and April.

Distance from South Kingstown: Approximately 38 miles (45 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: No

Additional Accessibility Information: Buildings are equipped with wheelchair lifts and accessible bathrooms in accordance with ADA standards. Portions of the mill include narrow passageways, which may make specific areas and exhibits difficult to access by larger power chairs. Educational programs vary in time, but 2-3 hours is suggested to view both mills and additional sites.

For More Information:

Phone: 401-725-8638

Website: <http://www.slatermill.org>

Touro Synagogue

85 Touro Street

Newport, RI 02840

Description: Touro Synagogue has the distinction of being the oldest synagogue in the United States and is also considered to be one of the most architecturally distinguished and historically significant buildings of 18th-century America. Designed by Peter Harrison, one of America's first and finest architects, it is a pristine example of classical Georgian architecture. Visit the site and sit in the same pew as other distinguished guests such as George Washington and members of the original Rhode Island General Assembly.

Distance from South Kingstown: Approximately 18 miles (30 minutes)

Wheelchair Accessible: Partial

Power Chair Accessible: Partial

Wheelchair Rentals Available: No

Additional Accessibility Information: The museum is fully wheelchair and power chair accessible including bathrooms and elevators. The original synagogue is not fully accessible and requires several stairs to enter and includes narrow passageways within the main worship space. Tours last approximately 30 minutes and an additional half hour to one hour is recommended for observation of the museum and grounds.

For More Information:

Phone: 401-847-4794

Website: <http://www.tourosynagogue.org>

URI Environmental Education Center

W. Alton Jones Campus

401 Victory Highway

West Greenwich, RI 02817

Description: With 2,300 acres of lakes, forests, and farmland, the W. Alton Jones Campus offers an immense outdoor classroom that's perfect for learning, exploration, adventure, and fun! At Alton Jones students gain an understanding and appreciation of the natural world while learning about themselves and working collaboratively with others. Our fun-filled, activities-based programs are designed with the student in mind. A trip to Alton Jones helps keep students excited about learning while enhancing their classroom work with hands-on, first person experiences.

Distance from South Kingstown: Approximately 22 miles (35 minutes)

Wheelchair Accessible: Partial (main areas only)

Power Chair Accessible: Partial (main areas only)

Wheelchair Rentals Available: No

Additional Accessibility Information: The main lodge, dining halls, and select cabins are fully accessible within ADA standards. Many of the trails are of limited accessibility and may be impacted by weather. The URI Environmental Education center offers half day to five day overnight programs. Extended stay programs are encouraged and coordinators will work with teachers to accommodate the needs of their students and offer the most appropriate and inclusive educational experience in accordance with state curriculum guidelines.

For More Information:

Phone: 401-397-3304 x 6043

Website: <http://www.uri.edu/ajc/eec/>

Mystic Aquarium

55 Coogan Blvd.

Mystic, CT 06355

Description: Visit Mystic Aquarium's living classroom or let the Aquarium come to you! At Mystic Aquarium & Institute for Exploration, they take learning to another level, making the joys of discovering our underwater world easy and fun for students and teachers alike. With a diverse range of age-specific educational programs and engaging tours, the aquarium welcome students of all ages to discover and learn about the wonders of our ocean planet.

Distance from South Kingstown: Approximately 32 miles (40 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: Yes (first come first serve basis)

Additional Accessibility Information: Mystic Aquarium was designed to provide full access and quality experience for guests with special needs. The facility is fully wheelchair-accessible, and wheelchairs are available for use during your visit on a first-come, first-served basis. Visitors are encouraged to allow approximately two hours for visits depending on educational programs selected, which can be chosen ahead of time.

For More Information:

Phone: 860-572-5955

Website: <http://www.mysticaquarium.org>

Mystic Seaport & Museum

75 Greenmanville Avenue
Mystic, CT 06355

Description: Mystic Seaport and Museum includes three major components for visitors: a re-created 19th-century coastal village with historic ships, a working preservation shipyard, and formal exhibit galleries. Guided Museum Tours bring the past to life for students and enrich classroom lessons with hands-on activities. Students engage with places, objects and ideas from the 19th century and gain a new understanding of their own 21st-century lives. The experienced museum educators lead tours that are divided into small groups of 10 to 15 students. The content for each tour is aligned with department of education curriculums for language arts, science, social studies, math and science.

Distance from South Kingstown: Approximately 30 miles (40 minutes)

Wheelchair Accessible: Partial

Power Chair Accessible: Partial

Wheelchair Rentals Available: No

Additional Accessibility Information: Mystic Seaport and Museum recommends planning for special needs with coordinators at the museum. While most buildings and exhibits including all outdoors areas are accessible to both power and manual wheelchairs, certain parts of the interior and the ship are not easily accessible, Accessible bathrooms are located throughout the site. Please allow 2 hours to a full day for visits depending on the program selected.

For More Information:

Phone: 860-572-5322

Website: <http://www.mysticseaport.org>

Boston Museum of Science

1 Science Park

Boston, MA 02114

Description: The Boston Museum of Science opened in 1951 and has been earning its place as a leader in educational museums ever since by encouraging young people of all backgrounds to explore and develop their interests in understanding the natural and human-made world. Plan an educational adventure for your students! Discover the dynamic ways the Museum of Science can motivate your children to think like scientists and engineers. The museum's permanent exhibits are available for all tours and additional components including live presentation and interactive exhibits can be scheduled in accordance with the needs of your classroom and curriculum. It is recommended that trips be planned at least two weeks in advance for optimum availability of programs.

Distance from South Kingstown: Approximately 85miles (One hour 30 minutes)

Wheelchair Accessible: Yes

Power Chair Accessible: Yes

Wheelchair Rentals Available: Yes

Additional Accessibility Information: The vision of the Museum of Science is one where everyone can participate equally in the excitement of science and technology learning. Barriers to access, whether caused by finances, culture, language, education or ability, can inhibit exploration. The Museum is intent on breaking down these barriers while creating relationships with new audiences. An accessibility coordinator is available for more in depth information and ASL interpreters are available.

For More Information:

Phone: 617-723-2500

Website: <http://www.bos.org>

Plymouth Plantation

137 Warren Avenue,

Plymouth, MA 02360

Description: Plimoth Plantation is a living history museum that re-creates in great detail the daily life of the native Wampanoag and the English colonists, and explores the lives of two distinctly different cultures from the 17th century. It is a museum of people and culture, rather than one of objects. Plimoth Plantation is committed to helping students have exciting, informative and thought provoking experiences at our museum.

Distance from South Kingstown: Approximately 87 miles (One hour 40 minutes)

Wheelchair Accessible: No

Power Chair Accessible: No

Wheelchair Rentals Available: No

Additional Accessibility Information: Due to the historic nature of the site, many of the exhibits are not fully wheelchair or power chair accessible. The Mayflower II is not accessible by wheelchair. Pathways are dirt or gravel and can be impacted by weather. Please contact the site to plan the most appropriate visit, which will last a full day. Plymouth Plantation offers travelling programs, which bring much of the historical information right to your classroom using slides, artifacts, and knowledgeable staff.

For More Information:

Phone: 508-746-1622

Website: <http://www.plimoth.org>

FIELD TRIP FORMS

FIELD TRIP CHECKLIST

The following lists assist the sponsoring staff members through the field trip process.

Date Done	<p>Step 1: Initial / Detailed Planning</p> <p>(approximately 8 weeks before trip)</p>
	Determine and document the educational benefit of the field trip on the "Notification to Parents" form.
	Develop a description of all activities: include transportation and eating plans (if needed); list unusual aspects of the trip; include all related brochures.
	Estimate the planned number and ages of participating students and the number of chaperones needed.
	Determine costs and funding
	Develop a preliminary itinerary of activities
	Review field trip plan with the building principal
	Secure principal's preliminary approval to conduct the field trip and to conduct fundraising if needed
	Develop a plan for assisting students who may be unable to pay their own expenses
	Contact place(s) being visited for preliminary arrangements
	Evaluate the field trip site for potential hazards, special requirements of location
	Review all contracts and insurance requirements
	Arrange for transportation
	Arrange for food services if needed
	Develop a detailed itinerary
	Identify risks associated with this field trip
	Determine adult supervision needed and arrange for chaperones – determine if background checks have been conducted (at least a 10 to 1 ratio for day trips; 5 to 1 for overnight trips)
	Determine if parent of medically fragile student will chaperone. If not, insure nursing coverage is in place (Will need to contact nursing agency to secure a nurse and factor the cost into the overall expense of the field trip.
	Meet with the school nurse to plan medication needs / dispensing for students; arrange for nursing coverage if needed
	Assemble parent information / permission packets – include permission forms – emergency treatment, medical condition forms

	Insure an appropriate alternate plan is in place for medically fragile children in the event nursing coverage is unavailable
	Arrange substitute coverage for staff participating in the field trip
	Arrange for supervision of students who opt out of the field trip
	Receive School Committee approval for all trips 75 miles or longer Educators who are planning the trip will be required to provide information to the Assistant Superintendent 2 weeks prior to the SC Business meeting that includes; planning for BCI checks, nursing coverage, funding for students who cannot afford the trip, safety precautions have been put in place, and equal access for all students.
Date Done	Step 2: Final Arrangements (4 to 2 weeks before trip)
	Provide all field trip information to parents; begin collecting permission slips
	Ensure adequate supervision will be available
	Confirm transportation and food services if needed
	Confirm arrangements with place to be visited (if needed)
	Confirm arrangements for special medications or nursing coverage
Date Done	Step 3: Final Checks (day of trip)
	Confirm there is adequate adult supervision for the trip. Ensure all chaperones have updated BCI checks on file. (Office secretaries have the list.)
	Check attendance and provide school office with an updated list of participating students
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available
	Review behavior expectations with students
	Get medications for students and insure medications are secure. Get first aid kits to go with teachers.
	Make sure emergency phone numbers are available to staff/chaperones as well as Health Insurance information is included on the medical form and secured by the teachers who have planned the trip on the day of the event.

Date Done	Step 4: After Trip Evaluation (soon after the field trip)
	After the field trip, evaluate field trip procedures and the activities involved to ensure future field trips are safe.



SOUTH KINGSTOWN PARENT/GUARDIAN FIELD TRIP PERMISSION

NOTIFICATION TO PARENT/GUARDIAN

_____ is planning a field trip to _____
(school/class/sponsor) (destination)

DATE(S) OF TRIP: _____ (include departure/return time) FROM: _____ TO: _____

****The above time schedule may be changed due to unforeseen circumstances****

The purpose of this trip is _____

This trip will be chaperoned by _____ chaperones. Cost to each student \$ _____
(#)

ADMISSION FEE: _____ SPENDING MONEY: None required _____ Limit of: _____

TYPE OF CLOTHING: _____ FOOD: _____

METHOD OF TRANSPORTATION: _____

This form as well as the attached **Field Trip medical form** must be filled out completely and returned on or before: _____ in order for your child to participate.

I GIVE PERMISSION FOR _____ TO PARTICIPATE IN THIS FIELD TRIP TO:

_____ ON: _____

Field Trip Medical form is attached: Yes No Not Needed

CAN YOU HELP CHAPERONE Yes No

If yes, **CURRENT B.C.I REQUIRED.** Consult district website (skschools.net) for form and procedure. Please allow 2 – 3 weeks for processing.

FIELD TRIPS BEGIN AND END AT THE SCHOOL. No one can take a student home from the place of the field trip. Please sign that you are aware of the field trip policy (7120) and that your child will be going on this trip with the class on the above mentioned date. No children will be allowed to go without the appropriate written permission.

Parent/Guardian

Date

(1) COPY: OFFICE

(1) COPY: TEACHER (to bring on field trip)

Field Trip Medical Form

Please read and carefully respond to the following statements before signing.

Student's Name: _____

1. **Health Concerns** – My child has the following:

A. Allergies:

i. Food (please state specifics): _____

ii. Bee _____

iii. Latex _____

iv. Is auto-inject Epinephrine? (yes) _____ (no) _____

B. Asthma: _____

C. Diabetes: (attach instructions as needed) _____

D. Special medical problems: _____

E. Date of most recent tetanus booster: _____

2. **Medications:** Only medications prescribed by a licensed physician may be administered to a child and only by a registered nurse or physician. If your child requires medication (prescription or non-prescription), please indicate here _____.

Note: if a child is to receive a prescription medication during the course of a field trip, a school nurse or parent must accompany the student to administer the medication unless the student has been authorized in writing by a physician to self administer the medication.

3. **Medical Emergency Information:**

EMERGENCY CONTACT INFORMATION

Name of Parent/Guardian: _____

Parent/Guardian Phone No(s). Cell _____ Home _____ Work _____

In case Parent/Guardian cannot be reached, please contact: _____

Relationship: _____ Phone No: _____

Please list any medical insurance policy covering your child:

Provider: _____ Policy No.: _____

Physician Name: _____ Phone No.: _____

In the event of a medical emergency, the procedure on this trip will be to call the parent, time permitting, before taking a student to a doctor or hospital. When a parent/guardian, or his/her designee, cannot be reached, the following permission will permit prompt attention. In the event of an emergency, I acknowledge that school personnel shall attend to the immediate safety of my child prior to notification of the parent/guardian.

I give permission for the school field trip leader or designee to sign any consent, which may be necessary to allow hospital personnel and/or licensed personnel to examine my child and perform any emergency procedures, or emergency treatment which may be necessary. In providing this consent, I acknowledge that the South Kingstown School Department is in no way responsible and shall incur no liability for the actions of hospital, emergency ambulance and/or medical personnel, and as such I indemnify, hold harmless and waive any right of legal actions against the South Kingstown School Department for the actions of said personnel.

Parent/Guardian Signature _____ Date _____

Physician's Form for Emergency/Self-Administered Medication

It is essential that (Student's Name) _____
be permitted to carry and administer the following medication for the purpose of treating
(diagnosis) _____, which is either asthma or
a potentially life threatening illness or allergic reaction. This can be done under the supervision
of the School Nurse, in case of an emergency, or if the School Nurse is not available.
I have instructed this child in the procedure for administration of the medication and find
him/her competent to administer this medication.

Medication name:

Dosage: _____ Time of administration: _____

Effective Date from _____ to _____

Physician's Name (please print) _____

Physician's Signature: _____

Parent approval for student self-medication: *It is understood that the South Kingstown School Department and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil, and shall indemnify and hold harmless the district and its employees against any claims arising out of the self-administration of medication by the student.*

I understand that only enough medication for the school day or enough for the field trip is to be carried by the student, which is pre-measured and in the original prescription container. The privilege of self-administration of medication may be revoked if the student fails to comply with school policy or endangers him/her or others.

Parent signature: _____ Date: _____

EMERGENCY MEDICAL PLAN
PROCEDURES FOR CALLING 911 ON A FIELD TRIP

- 1. REMAIN CALM.** This aids the operator in receiving your information.

- 2. DIAL 911.** Remember you may need to access an outside line first.

- 3.** My name is: _____

- 4.** I need a paramedic at: _____

- 5.** My exact address is: _____

- 6.** There is a student with a _____
(fracture, loss of consciousness, cardiac arrest, asthma attack, etc)

- 7.** The student's name is _____

- 8.** I am calling from _____

- 9.** _____ will meet the ambulance.

- 10.** Wait until the operator hangs up first and then go to meet the EMS unit.

