

Teaching and Learning / Content-Area Field Trips

In support of improved student engagement and increased achievement in the core content areas of language arts, reading, math, science, social studies, and world languages.

- PCS teachers are encouraged to take their classes on meaningful content-focused field trips connected to the district's curriculum in the core content areas. Field trips should be connected to enriching a student's interest in learning and to their mastery of state benchmarks. These relevant real-world experiences also allow students, teachers, and chaperones to learn more about our local and state community and cultural treasures. Most importantly, they help our students to enjoy school and learning.

Student Field Trip Planning Process for PCS Teachers

A limited amount of funds are dedicated to these field trips and are available to cover TDES, the cost of school or commercial buses, and admission fees. Some funds may also be available for student competitions and requests for those funds follow a similar process. *The deadline to request funds for the 2022-2023 school year is Friday, April 14, 2023.*

1. At Least Five Weeks in Advance of Proposed Field Trip Date:

The teacher requests their school administrator's approval and follows the school's field trip procedures. The next step is to make a field trip contact and reservation with the field trip site to obtain student and adult admission rates, site availability, etc. and request a written confirmation from the venue. A summary of *district-approved* content-related field trips is below. Note: This is not representative of all district-approved field trips but those most closely related to district core content areas.

Public and Government Offices and Sites

All government departmental offices including, but not limited to:

- Armed Force stations & related offices (including Coast Guard)
- Chambers of Commerce
- City Halls
- City, County, Sanitation & Recycling Dept.
- City, County, State Recreation Centers
- Courthouses
- Federal & State government buildings
- Fire departments
- Law enforcement agencies (including FBI)
- MacDill Air Force Base

Aquariums, Zoos and Animal Farms (on the approved list)

- Clearwater Marine Aquarium
- Florida Aquarium, Tampa
- Zoo Tampa at Lowry Park* formerly Lowry Park Zoo
- Bishop Museum of Science and Nature* formerly Parker Manatee Aquarium, Bradenton

Seaside Seabird Sanctuary

Planetariums, Institutes and Science Centers (on the approved list)

St. Petersburg Innovation District including The Maritime and Defense Technology Hub

Brooker Creek Preserve Environmental Education Center

Marine Science Station, Crystal River *formerly Crystal River Marine Science Center

Rotary Centennial Nature Center* formerly Dunedin Nature Center

Florida Fish & Wildlife Conservation Commission

Fish and Wildlife Research Institute* formerly Florida Marine Research Institute

Mote Marine Laboratory

Museum of Science and Industry (MOSI)

SPC Planetarium, St. Petersburg

Science Center

Spongeorama Exhibit Center, Tarpon Springs

Sunken Gardens, St. Petersburg

Tampa Bay Watch, Tierra Verde and St. Petersburg Pier

Weedon Island Preserve Cultural and Natural History Center

Kennedy Space Center

Parks and Fields (No swimming, boating or kayaking)

All city, county and state parks

All preserves in Pinellas County

Historical Sites and Museums

All Local Historical Museums and Sites (on the approved district list)

Note: Separate funding may also be available for art museums and art centers via the arts referendum.

Visit the district's visual and performing arts department links for more information.

Fairs, Festivals and Field Days

Bay Area Renaissance Festival

International Day

Highland Games

2. Transportation Coordination:

- Secure transportation quotes per purchasing guidelines.

3. At Least Four Weeks in Advance of Proposed Field Trip Date:

The teacher must fully complete the Teaching and Learning (TL) Field Trip Funding Request found on the Teaching and Learning website (*incomplete forms may delay the process or be denied*). After the school principal signs this form indicating approval, the teacher must scan: 1. the TL Funding Request form, 2. the carrier bus acceptance letter (if applicable), and 3.

the field trip site reservation / confirmation letter, and email all of the files together to: Heather Rochkind (rochkind@pcsb.org) in Teaching and Learning Services.

4. Field Trip Approval Process:

The Teaching and Learning office will review the three required files (see above). Within 5-7 business days an approval or denial email will be sent to the teacher / requester with next steps.

5. After Receiving the Approval Memo:

- The school's Secretary/Bookkeeper will generate a TDE for the teacher(s)* and email it to Ms. Rochkind at rochkind@pcsb.org for funding a substitute teacher.
- The teacher must immediately confirm their field trip transportation and coordinate the payment with their school's bookkeeper.
- The teacher must also coordinate with their school's bookkeeper to arrange admission fee payment, following the directions in the approval email.
- The teacher must confirm a substitute is in place.

Cancellations:

- The teacher must notify their school's Secretary/Bookkeeper, the field trip venue, the commercial carrier, and the Teaching and Learning Office of a cancellation ASAP.