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## An Ohio history field trip handbook

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*University of Dayton*

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AN OHIO HISTORY  
FIELD TRIP HANDBOOK

MASTER'S PROJECT

Submitted to the School of Education  
University of Dayton, in Partial Fulfillment  
of the Requirements for the Degree  
Master of Science in Education

by

Gwendolyn Lee Delabar

and

Belinda Jo Allen

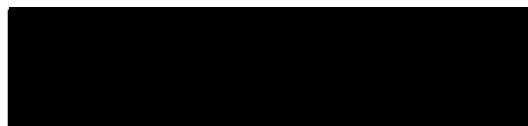
School of Education

UNIVERSITY OF DAYTON

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Approved by:

A solid black rectangular box used to redact the signature of the official advisor.

Official Advisor

## TABLE OF CONTENTS

### Chapter:

I.	Introduction . . . . .	1
	Purpose of the Study . . . . .	1
	Problem Statement . . . . .	4
II.	Review of Related Literature . . . . .	5
	Rationale for Taking Field Trips . . . . .	5
	Steps in Planning a Field Trip . . . . .	8
III.	Procedure . . . . .	14
	Review of Journal Literature . . . . .	14
	Review of Field Trip Handbooks . . . . .	14
	Consultation of Board Policy Handbooks . . . . .	15
	Selection of Field Trip Sites . . . . .	15
	Compilation of Survey . . . . .	15
IV.	Results--The Guide . . . . .	16
	Information . . . . .	16
	Site Information . . . . .	18
	Appendix . . . . .	69
V.	Summary, Conclusions, and Recommendations . . . . .	81
	Summary . . . . .	81
	Conclusions . . . . .	82
	Recommendations . . . . .	82
	Bibliography . . . . .	84

## CHAPTER 1

### INTRODUCTION

#### Purpose of the Study

Field trips are a way of making the written text come to life for students. Students who have hands-on experiences with historical sites are more apt to fully understand the importance of the historical events. It may make such an overwhelming impact on them that they will remember it for the rest of their lives. Because of this, Ohio history teachers may want to consider incorporating field trips into their curriculum.

Ohio history is a subject that can easily be experienced through field trips. With this in mind, the authors felt there was a need to compile a list of historical sites which are easily accessible in southern Ohio. Perhaps with all pertinent information already compiled, more teachers will be motivated to choose this means of teaching. According to Muse, Chiarelott, and Davidman (1982), "Field trips provided important linkage with the outside world and served to enhance learning in both cognitive and affective domains."

The threat of law suits causes some teachers not to venture off school property. Hopefully, this handbook has addressed many of these problems, and the teachers may find it such a great help that they may take students to some of these Ohio historical sites.

Today, educators are being held accountable for their time. It seems that every minute spent with students must be recorded by listing specific objectives. If it is not in the curriculum guide, it is not to be taught. Because of this, teachers feel that they cannot justify field trips and have stopped taking them. However, with a comprehensive list of historical sites already compiled, the teacher may choose one that deals with the same thing that is being discussed in class, thus making the trip easy to justify.

The amount of time it takes to plan a field trip has become a deterrent to many who might otherwise take them. The compiling of a list of appropriate places, the location, how to contact the site, what facilities are available, and the amount of time to spend at the location are just some of the necessary information a teacher must gather. The teacher must also provide information before the trip and follow--up activities after the trip. The authors felt this handbook would alleviate many of these time-consuming activities.

Research has shown that students who take field trips retain more knowledge about that particular subject. If they are actually given hands-on activities at the site, they retain knowledge even better than those who just visit. When they return to the classroom, a follow-up of these activities is necessary. A sample of the types of follow-up activities has been included in this handbook.

This handbook provides an extensive list of historical sites in southern Ohio. The authors also tried to anticipate field trip problems by including tips on liability, sample forms to be used for permission, and a guide for careful planning.

Included in the handbook is a list of activities to be used in the classroom prior to and following the trip. These activities will, hopefully, motivate the students to learn about Ohio history.

The handbook was also prepared so that parents will become aware of the many close-to-home educational vacations they may take with their families. Students might also use the handbook to persuade their parents to choose one or more of these educational trips.

## Problem Statement

The purpose of the study was to develop a field trip guide to historical sites in southern Ohio for use by teachers, parents, and students.



## CHAPTER II

### REVIEW OF RELATED LITERATURE

#### Rationale for Taking Field Trips

There are many reasons classroom teaching should be supplemented by teaching through field trips. These reasons are discussed below. One important reason for a field trip according to Jacobs (1985) is that children need to interrelate school with out-of-school living. Students need to be aware of the knowledge they can learn in the community and to be able to see that this is the same knowledge they have been learning from the textbook. Many students think the knowledge they learn in the classroom has nothing to do with out-of-school living. The trip should make the information more concrete and real, not just another abstract idea. By taking a field trip, the student may see a reason for learning. Hopefully, the trip will make the knowledge more relevant and more interesting to the student.

Observation is an important skill in learning, and field trips are the perfect place to use and improve these skills. The classroom is very limited in the number of observation skills the student may use. Jacobs (1985) feels

that being in the community gives students an excellent opportunity to stress and improve observation skills. Instructors may teach careful, accurate techniques used in observation.

Another reason for taking field trips is that they are an effective way to teach. Andereck and Grammann (1989) indicate that students understand the topic better after a field trip than they did before going on the field trip. Possibly the subject was retaught by visiting the site, or it could be that by visiting the site, more of an impact on the students was made. Thus, it is felt that in order to be more effective in teaching, a field trip should be one important teaching tool to consider.

The third reason field trips are important is that they make the subject matter come alive for the students. Lovedahl and Tesolowski (1986) believe, "Field trips provide sensory impressions that a classroom cannot." It is easy to explain what an Indian mound looks like, but for the student to actually get the picture in mind is very difficult indeed. Until the student has actually seen an Indian mound, he usually cannot imagine its size. After he sees one, he can better understand how challenging it was that, without the use of heavy equipment, the ancient Indians were able to build such a large object.

The same sensation holds true with a visit to a log cabin or to one of the earliest villages. The teacher may be able to tell the students about the discomforts and hardships of the pioneer life, but without actually seeing them, the student cannot understand what real discomforts and hardships were. When a student can actually stand in a log cabin and see the rough furniture, the dirt or rough board floors, the lack of electricity and running water, only then will the student start to understand what a hard life it was for pioneers.

Field trips increase students' retention of knowledge; this is another valid reason for taking one. Through research studies Berliner and Pinero (1985) were able to point out the differences in students' abilities to retain knowledge after a field trip. If properly done, the field trip can practically guarantee better retention of knowledge. This is the goal a teacher is trying to have students achieve.

In order for the field trip to provide the optimum experience for students, planning is most important. Good planning is the key to successful field trip.

## Steps in Planning a Field Trip

The first step in planning a field trip involves consulting the board policy in your school district.

Chandler (1985) states:

Student field trips can be time-wasting junkets--or, they can be an essential part of teaching students things about the world they cannot learn as well inside the classroom. Your school's approach to field trips, as spelled out by your board in policy and regulations, can make the difference.

Another step in planning a field trip is to attend to the managerial concerns. Chandler (1985) suggests these procedures:

- (1) secure adequate insurance coverage for all students taking part in the trip,
- (2) set up procedures to follow in the event of an emergency,
- (3) state guidelines for approving proposed field trips,
- (4) specify who is responsible for seeing that adequate supervision is provided, and
- (5) address the cost of the field trip.

The use of permission slips is another important step to consider. Saunders (1985) believes:

The legality of field trip permission slips in protecting the teacher from law suits is debatable. While there may be certain psychological advantages in procuring signed releases, it is not lawfully true that a waiver of liability completely protects that school or the teacher from court action. However, the use of permission slips also indicates that a parent had

knowledge of the risks involved in the activity and expressed a desire for their child to participate in the trip.

Manion (1982) states that permission slips not only serve to make parents aware of the trip, but they also explain the who, what, where, and how of the trip with special emphasis as to why the trip was being taken. Saunders (1985) also recommends that permission slips be required to provide parents with specific information regarding arrival and departure time, provisions for meals, special clothing requirements, and any risks which may be associated with the planned activities.

In the next step, the planners study a list of sites to determine which are most relevant to the desired learning experience. Saunders (1985) states, "Teachers should decide the purposes of specific field trips concentrating on the intended benefits of various sites." Several factors affecting site selection such as the age of students, the number in the group, distance to the site, cost of the trip, and relativity to subject matter need to be considered.

Visitation to the site by the teacher is also a step in planning a field trip. Dunklee (1987) states:

If a student is injured while on a field trip, a teacher may be able to prove that reasonable care was taken if the educator can demonstrate both that he or

she visited the site prior to the trip to determine what dangers might be involved, and that students were warned of these dangers beforehand.

This visit to the site helps the teacher decide what would be of interest to the class. Saunders (1985) believes that by making a visit in advance the teacher can decide at leisure what the group probably will want to see. The pre-visit will give the teacher necessary knowledge of the physical layout by locating rest rooms, eating areas, first-aid facilities, and souvenir shops. Arrangements for guided tours or special programs of instruction can be evaluated during this preliminary visit. The teacher can also check on expenses and decide how they are to be handled.

Funding is another important consideration when planning a field trip. In this stage of accountability, the teacher needs to justify the investment of time and money (Manion, 1981). Teachers need to be responsible for using the funds wisely to prevent funds from being cut. With today's tight school budgets, and rising costs, many school boards and superintendents find it necessary to cut funding for field trips (Ohio Department of Development, 1990).

Transportation is a very important consideration when planning a field trip. Law suits stemming from field trips are most common in the area of transportation. When transportation is provided by an independent contractor, the

liability rests with the contractor rather than the school; however, because the school played an intermediary role in arranging transportation, it may be held liable (Dunklee, 1987).

Sometimes school-sponsored field trips involve parent drivers. Sharp v. Fairbanks North Star Borough addresses the issue of parental responsibility in this matter.

According to Dunklee (1987):

The duty for care and the liability for negligence which proximately causes injury to a student, shifts from the school to a parent who undertakes to provide transportation for school children other than his own.

Litigation continues to escalate with a growing number of specific complaints of field trip negligence. It is essential that great care is taken in planning for the safest transportation available in order to avoid possible complications.

Joint planning is another step in planning a field trip. By beginning with a large map of Ohio, students and teacher together are able to propose, schedule, map out, and eventually travel to selected historical sites. According to Habrowski (1974), "This program gets the learner involved in making his own decisions and satisfying his own interests."

Joint planning also includes students learning about their destination so they can formulate questions that interest them. They can write for brochures to study and do research on the chosen site. After these preparations, the students will be ready to get the maximum enjoyment, knowledge, and understanding from their trip (Habrowski, 1974).

Selecting the chaperons for the trip is another very important part in the success of a field trip. Unikel (1990) recommends at least one adult for every ten students. She also states that these chaperons need to be given a guide to inform them of their responsibilities; thus, reducing some of the confusion usually associated with field trips.

One last step in planning the trip is to make sure a list of procedures is available to help the substitute teacher in case the regular teacher cannot go on the trip. Davis (1981) has compiled some tips for helping the substitute teacher on field trip day. She recommends checking with the school secretary regarding permission slips, making a note of the school phone number in case of emergency, giving the students a pre-made list of expected behavior rules, making name tag identification badges that



are color-coded, and pointing out the bus number to make sure the students notice it.

Field trips are enriching, exhilarating excursions outside the classroom. They are a break in the students' usual routine and should be enjoyable as well as instructional. With well made plans, they can be.

## CHAPTER III

### PROCEDURE

#### Review of Journal Literature

The review of journal literature was conducted to give the authors related background information regarding field trips and their importance. The authors looked at educational publications that are listed in the bibliography in order to gain greater insight into planning, conducting, and justifying field trips.

#### Review of Field Trip Handbooks

The writers also reviewed the field trip handbooks of Whitman, 1984, "A Social Studies Field Trip Handbook For Intermediate Grades" and of Stokes, 1990, "A Procedural Manual For the Organization of a Secondary Science Field Course." These handbooks, found in the University of Dayton library, gave many ideas that proved beneficial to the authors.

## Consultation of Board Policy Manuals

The authors consulted the board policy manual for field trip regulations in their county. The manual contained very few regulations regarding field trips.

## Selection of Field Trip Sites

The writers chose historical sites that were within approximately a two hour driving distance from their county. They consulted the American Automobile Association of Southern Ohio, the Scioto County Career Education Department, the Ohio Department of Development, and other resource guides to Ohio for information on possible sites. The authors wrote to Chambers of Commerce of many surrounding counties. They also consulted other teachers and friends for the names of possible sites.

## Compilation of Survey

Through the use of questionnaires and telephone surveys, the writers obtained specific information about the chosen sites. This information was then organized in listings in the guide.

## CHAPTER IV

### RESULTS--THE GUIDE

#### Information

The purpose of this guide is to provide a list of Ohio historical sites and pertinent information needed in planning field trips to these sites. A field trip can be a very enjoyable and educational way to teach a particular unit of Ohio history, but field trips can be very time consuming to plan. It is because of this the authors felt a need to write this guide. The authors hope this guide will be beneficial to seventh grade Ohio History teachers in southern Ohio or parents of sixth or seventh graders planning a trip to any of the fifty historical sites listed here. For each of the fifty sites listed, the authors give the following information: name of site, county, address, phone, contact person, advance notice for the visit, days and hours, length of tour and suggested length of stay, admission, group size, guide services and facilities.

To aid the teacher who plans a field trip, the Appendix includes samples of an emergency medical form, a permission slip, a guide for a substitute teacher, the field trip survey, a cover letter to parents, a sample lesson plan, a

sample of follow-up activities, an organizational checklist, and a liability checklist.

This guide will hopefully encourage and help everyone who wishes to participate in a field trip experience, especially those trips dealing with the history of southern Ohio.

## SITE INFORMATION

SITE: Serpent Mound State Memorial

COUNTY: Adams

ADDRESS: St. Rt. 73, Locust Grove, Ohio

PHONE: (513) 587-2796

CONTACT PERSON: Site Manager

ADVANCE NOTICE: None

DAYS & HOURS: April-May, 10-7; Memorial Day to Labor Day,  
9:30-8:00; Labor Day to October, 10-7

LENGTH OF STAY: 2 hours

ADMISSION: \$3.00 per car; school bus \$10.00

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: Picnic area; restrooms; snack bar; souvenir  
shop

SITE: Rankin House

COUNTY: Brown

ADDRESS: C/O Ripley Heritage Inc., P.O. Box 176, Ripley,  
Ohio, 45167

PHONE: (513) 392-1627

CONTACT PERSON: Site Manager

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: School group tours by reservation only. Mem-  
orial Day-Labor Day, Open Wed.-Sun., 12 to 5.

LENGTH OF STAY: 45 minutes; tour 20 minutes

ADMISSION: \$.50 per person, teachers and chaperons free

GROUP SIZE: 30

GUIDE SERVICES: Yes

FACILITIES: Picnic



SITE: U.S. Grant Birthplace

COUNTY: Clermont

ADDRESS: U.S. 52 & St. Rt. 232, Pt. Pleasant, Ohio

PHONE: (513) 553-4911

CONTACT PERSON: Loretta Fubman

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: April-October, 9:30-12:00 & 1:00-5:00, Wed.-  
Sat.; 12:00-5:00 Sunday; Closed Memorial Day  
& Labor Day

LENGTH OF STAY: 30 minutes

ADMISSION: Free to schools

GROUP SIZE: 50

GUIDE SERVICES: Yes

FACILITIES: Park

SITE: The Georgian

COUNTY: Fairfield

ADDRESS: 105 E. Wheeling, Lancaster, Ohio

PHONE: (614) 654-9923

CONTACT PERSON: Julie

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Anytime for groups; 1-4 daily except Monday

LENGTH OF STAY: 1 hour

ADMISSION: \$.75 per person

GROUP SIZE: Up to 70

GUIDE SERVICES: Yes

FACILITIES: Restroom, Gift Shop

SITE: Sherman House

COUNTY: Fairfield

ADDRESS: 137 E. Main, Lancaster, Ohio

PHONE: (614) 687-5891

CONTACT PERSON: Viola Baus (614) 653-3944

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Tuesday-Sunday, 1:00-4:00

LENGTH OF STAY: 45 minutes

ADMISSION: group students \$.50; adults \$1.25

GROUP SIZE: 30

GUIDE SERVICES: Yes

FACILITIES: Restroom, Gift Shop

SITE: Ohio Village

COUNTY: Franklin

ADDRESS: 1985 Velma Ave., Columbus, Ohio, 43211

PHONE: (614) 297-2606

CONTACT PERSON: Scheduling Office

ADVANCE NOTICE: 3 weeks

DAYS & HOURS: School group tours by reservation only.  
Apr.-Nov. 29: Open Wed.-Sun., 9 to 5.  
Closed during Ohio State Fair and  
Thanksgiving and Christmas Day. Nov. 30-  
Dec. 30: Open Wed.-Sun., 12:30 to 9.  
Feb.-Mar.: Open Weekends only, 9 to 5.

LENGTH OF STAY: 2 1/2 hours

ADMISSION: \$3 per car; \$10 per bus load

GROUP SIZE: Large

GUIDE SERVICES: Yes. Costumed interpreters are stationed throughout village. Can visit operating shops or talk with craftsmen. Special programs are available.

FACILITIES: Restrooms, wheelchair accessible.

SITE: Ohio Historical Center

COUNTY: Franklin

ADDRESS: 1985 Velma Ave., Columbus, Ohio, 43211

PHONE: (614) 297-2606

CONTACT PERSON: Scheduling Office

ADVANCE NOTICE: 3 weeks

DAYS & HOURS: School group tours by reservation only. Open  
year-round: Mon.-Sat. 9 to 5. Sun., 10 to  
5. Closed Thanksgiving, Christmas, and New  
Year's Day.

LENGTH OF STAY: 2 hours; tour 45 minutes

ADMISSION: \$3 per car; \$10 per busload

GROUP SIZE: Large

GUIDE SERVICES: Yes. Also, educational materials for  
teacher guided tours.

FACILITIES: Restrooms, wheelchair accessible, picnic, gift  
shop

SITE: Our House

COUNTY: Gallia

ADDRESS: 434 First Ave., Gallipolis, Ohio

PHONE: (614) 446-0586

CONTACT PERSON: Barbara Kemper

ADVANCE NOTICE: 1 week

DAYS & HOURS: Closed Monday. Tues.-Sat., 10-4; Sun., 1-5.

LENGTH OF STAY: 45 minutes

ADMISSION: Free to schools

GROUP SIZE: 60

GUIDE SERVICES: Yes

FACILITIES: Gift Shop

SITE: Bob Evans Farm

COUNTY: Gallia

ADDRESS: St. Rt. 35, P.O. Box 330, Rio Grande, Ohio, 45674

PHONE: (614) 245-5305

CONTACT PERSON: Marcie

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Open 7 days a week in summer, 8:30-5; by  
special arrangement during school year.

LENGTH OF STAY: 2 hours

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: Yes

FACILITIES: Restrooms, restaurant, gift shop, picnic  
grounds

SITE: Blue Jacket, Epic Outdoor Drama

COUNTY: Greene

ADDRESS: First Frontier Inc., P.O. Box 312, Xenia, Ohio,  
45685

PHONE: (513) 376-4318

CONTACT PERSON: Box Office Manager

ADVANCE NOTICE: 1 week

DAYS & HOURS: Tues.-Sun., open 4:30

LENGTH OF STAY: 4 hours, play 2 1/2 hours, backstage tour 1  
hour

ADMISSION: Backstage tour--Adults \$3, Children \$1.50;  
Play--Adults Tues.-Fri. \$10  
Adults Sat. \$11  
Children Tues.-Sat. \$6  
Sunday night (groups of 8 or less) \$5  
for children and adults

GROUP SIZE: Any size

GUIDE SERVICES: Backstage tour guided by actors

FACILITIES: Restrooms, picnic area, restaurant, gift shop



SITE: Harriet Beecher Stowe House

COUNTY: Hamilton

ADDRESS: 2950 Gilbert Ave., Cincinnati, Ohio, 45206

PHONE: (513) 632-5120

CONTACT PERSON: Site Manager

ADVANCE NOTICE: 1 week

DAYS & HOURS: Tues., Wed., and Thurs. 10-4

LENGTH OF STAY: 1 hour, tour 30 minutes

ADMISSION: Free

GROUP SIZE: Small

GUIDE SERVICES: Yes

FACILITIES: Gift shop, restrooms

SITE: Highland House Museum

COUNTY: Highland

ADDRESS: 151 East Main St., Hillsboro, Ohio, 45133

PHONE: (513) 393-4193

CONTACT PERSON: Mrs. Richard Flinn

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: School group tours by reservation only. May-  
Oct.: Open Sun. 1 to 4

LENGTH OF STAY: 1 hour, tour 45 minutes

ADMISSION: Free to school children

GROUP SIZE: 40

GUIDE SERVICES: Yes

FACILITIES: None

SITE: Hocking County Caves

COUNTY: Hocking

ADDRESS: P.O. Box 350, Logan, Ohio, 43138

PHONE:

CONTACT PERSON: Don Taylor

ADVANCE NOTICE: 10 days

DAYS & HOURS: 9 a.m. - 4:30 p.m.

LENGTH OF STAY: Varies

ADMISSION: Free

GROUP SIZE: Any number

GUIDE SERVICES: Yes

FACILITIES: Restrooms, snack bar, picnic area, gift shop

SITE: Welsh-American Heritage Museum

COUNTY: Jackson

ADDRESS: East Main St., Oak Hill, Ohio, 45656

PHONE: (614) 682-7054

CONTACT PERSON: Mildred Bangert, Curator

ADVANCE NOTICE: 1 week

DAYS & HOURS: Mon., Wed., Fri.: 8-12; Tues., Thurs.: 8-5

LENGTH OF STAY: 30 minutes

ADMISSION: Free

GROUP SIZE: 100 or more

GUIDE SERVICES: None

FACILITIES: Restrooms

SITE: Buckeye Furnace

COUNTY: Jackson

ADDRESS: 123 Buckeye Pk. Rd., Wellston, Ohio, 45692-9511,  
10 mi. east of Jackson on St. Rt. 124, then 3  
mi. north

PHONE: None

CONTACT PERSON: Area Manager

ADVANCE NOTICE: None

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 15 to 30 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: Nature trails, picnic area

SITE: Leo Petroglyph

COUNTY: Jackson

ADDRESS: St. Rt. 28, Jackson Township Rd. 224, Coalton, OH

PHONE: None

CONTACT PERSON: No

ADVANCE NOTICE: No

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 10 minutes

ADMISSION: Free

GROUP SIZE: Any

GUIDE SERVICES: No

FACILITIES: Picnic areas

SITE: Iron Furnace

COUNTY: Lawrence

ADDRESS: Lake Vesuvius, Rt. 93

PHONE: None

CONTACT PERSON: None

ADVANCE NOTICE: None

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 30 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: None

FACILITIES: Picnic

SITE: Old Tunnel

COUNTY: Lawrence

ADDRESS: Intersection of U.S. Rt. 52 and St. Rt. 93,  
Ironton, Ohio

PHONE: None

CONTACT PERSON: None

ADVANCE NOTICE: None

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 20 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: None

FACILITIES: None



SITE: Octagon Mound

COUNTY: Licking

ADDRESS: Newark, Ohio

PHONE: None

CONTACT PERSON: None

ADVANCE NOTICE: None

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 15 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: None

SITE: Moundbuilders State Memorial

COUNTY: Licking

ADDRESS: 99 Cooper Ave., Newark, Ohio

PHONE: (614) 344-1920

CONTACT PERSON: Brad Lepper

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Apr. 1-May 24 by appt.; May 25-Sept. 2, 9:30-5; Sept. 7-Oct. 27 by appt.

LENGTH OF STAY: 1 1/2 hours

ADMISSION: Adults \$2, children \$1, School busload \$10

GROUP SIZE: Any size

GUIDE SERVICES: Yes

FACILITIES: Museum, restrooms, picnic area

SITE: Miamisburg Mound

COUNTY: Montgomery

ADDRESS: Mound Avenue, 3 mi. W. of I 75; 1 mi. S. of St.  
Rt. 725, Miamisburg, Ohio

PHONE: (614) 297-2300

CONTACT PERSON: None

ADVANCE NOTICE: None

DAYS & HOURS: Daylight hours year round

LENGTH OF STAY: 10 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: None

FACILITIES: Restrooms, picnic area, observation point

SITE: Sunwatch, Twelfth Century Indian Village

COUNTY: Montgomery

ADDRESS: 2301 West River Rd., Dayton, Ohio, 45418-2815

PHONE: (513) 268-8199

CONTACT PERSON: Mary Yaney

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Mon.-Sat., 9 to 5, Sunday Noon to 5

LENGTH OF STAY: 2 hours

ADMISSION: Adults \$5, children \$4

GROUP SIZE: Any size

GUIDE SERVICES: Yes

FACILITIES: Gift shop, restrooms

SITE: Air Force Museum

COUNTY: Montgomery

ADDRESS: United States Air Force Museum, Wright Patterson  
AFB, Ohio, 45433-6518

PHONE: (513) 255-3286

CONTACT PERSON: Museum Manager

ADVANCE NOTICE: 1 week

DAYS & HOURS: 7 days a week, 9 to 5, Closed Thanksgiving,  
Christmas, and New Years

LENGTH OF STAY: Varies

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: None

FACILITIES: Restrooms, cafe, bookstore, gift shop, model  
shop, picnic area

SITE: Ohio Dunbar House State Memorial

COUNTY: Montgomery

ADDRESS: 219 North Summit St., Dayton, Ohio, 45407

PHONE: (513) 224-7061

CONTACT PERSON: Site Manager

ADVANCE NOTICE: Few days

DAYS & HOURS: School group tours by reservation only.  
Memorial Day through Labor Day: open Wed.-  
Sat. 9:30 to 5. Sun. and holidays 12 to 5.  
Sept.-Oct.: Sat. 9:30 to 5, Sun., 12 to 5.

LENGTH OF STAY: 1 1/2 hours, tour 45 minutes

ADMISSION: \$.50 per person, maximum \$10

GROUP SIZE: Any size, but desire 20 or less

GUIDE SERVICES: Yes. Curriculum for school study is  
available. Special programs available.

FACILITIES: None

SITE: National Road-Zane Grey Museum

COUNTY: Muskingum

ADDRESS: 8850 East Pike, Norwich, Ohio, 43767

PHONE: (614) 872-3143

CONTACT PERSON: Site Manager

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: School group tours by reservation only.  
Mar.-Apr., Oct.-Nov.: Open Wed.-Sat. 9:30 to 5. Sun. 12-5. Closed Thanksgiving Day.  
May-Sept.: Open Mon.-Sat. 9:30 to 5. Sun. and holidays 12-5.

LENGTH OF STAY: 2 hours, tour 45 minutes

ADMISSION: \$.50 per person, \$10 per bus

GROUP SIZE: No more than 40 in tour

GUIDE SERVICES: Yes. Role playing with special themes

FACILITIES: Picnic, restrooms, wheelchair accessible

SITE: Ted Lewis Museum

COUNTY: Pickaway

ADDRESS: 133 W. Main St., P.O. Box 492, Circleville, Ohio,  
43113-0492

PHONE: (614) 477-3630

CONTACT PERSON: Ola Mae Cox

ADVANCE NOTICE: Few days

DAYS & HOURS: Public 1-5 Fri. & Sat., tours other days by  
appointment

LENGTH OF STAY: 1 hour with movie

ADMISSION: School--donations appreciated, \$1 adults/public

GROUP SIZE: Theatre--25, larger groups split

GUIDE SERVICES: Yes

FACILITIES: Souvenirs for sale, restrooms, parking reserved



SITE: Slate Run Living Historical Farm

COUNTY: Pickaway

ADDRESS: 6 mi. south of Canal Winchester, Ohio on Marcy Rd.

PHONE: (614) 891-0700 or (614) 833-1880 Weekends

CONTACT PERSON: Site Manager

ADVANCE NOTICE: Call in August for fall tour

DAYS & HOURS: School--Wed.-Fri. 9-4

LENGTH OF STAY: 2 hours

ADMISSION: Adults \$2, Students \$1.50, Children under 6  
Free, Groups: Adults \$1.50, Students \$.85

GROUP SIZE: Maximum 100

GUIDE SERVICES: Yes

FACILITIES: 2 miles to park (picnic area), restrooms

SITE: Ely's Grist Mill

COUNTY: Pickaway

ADDRESS: 8120 St. Rt. 138, Williamsport, Ohio, 43164, 3 mi.  
south of Rt. 22, on St. Rt. 138 on Deer Creek

PHONE: (614) 986-6365

CONTACT PERSON: Lois Ely

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Special appt., Wed.-Sat. 1-5

LENGTH OF STAY: 1 1/2 hours

ADMISSION: Group: Children \$1, \$2

GROUP SIZE: Up to 30

GUIDE SERVICES: Yes

FACILITIES: Restrooms, gift shop

SITE: The Most Perfect Tree in Ohio

COUNTY: Pike

ADDRESS: St. Rt. 335, 2 mi. N. of Stockdale, Ohio on right

PHONE: None

CONTACT PERSON: None

ADVANCE NOTICE: None

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 10 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: No

SITE: Deepest Hand Dug Well in Ohio

COUNTY: Pike

ADDRESS: 2468 Posey Ridge Rd., Beaver, Ohio

PHONE: (614) 820-2985

CONTACT PERSON: Larry Veach

ADVANCE NOTICE: NO

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 10 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: No

SITE: Emmitt House

COUNTY: Pike

ADDRESS: 123 Market St., Waverly, Ohio

PHONE: (614) 947-2181

CONTACT PERSON: Charlene Weil

ADVANCE NOTICE: 1 week

DAYS & HOURS: 11:30 a.m. - 12 Midnight T-Th, 11:30 a.m.-  
1:00 a.m. Fri. & Sat.

LENGTH OF STAY: 15 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: Restaurant, restrooms

SITE: Pike Co. Museum

COUNTY: Pike

ADDRESS: Pike Heritage Foundation, P.O. Box 663, Waverly,  
Ohio, 45690

PHONE: (614) 947-5281

CONTACT PERSON: Museum Manager

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Sat. & Sun. 1-4, week by appointment

LENGTH OF STAY: 1 hour

ADMISSION: Free

GROUP SIZE: 30

GUIDE SERVICES: Yes

FACILITIES: Restrooms

SITE: Majestic Theatre

COUNTY: Ross

ADDRESS: 45 E. Second St., P.O. Box 384, Chillicothe, Ohio

PHONE: (614) 772-2041

CONTACT PERSON: Vivian Zoe

ADVANCE NOTICE: At least one week

DAYS & HOURS: Open upon request

LENGTH OF STAY: 1 hour, tour 45 minutes

ADMISSION: Free

GROUP SIZE: 25

GUIDE SERVICES: Yes

FACILITIES: Restrooms, snack bar upon request

SITE: Mound City Group NM

COUNTY: Ross

ADDRESS: 16062 S.R. 104, Chillicothe, Ohio, 45601

PHONE: (614) 774-1125

CONTACT PERSON: Superintendent

ADVANCE NOTICE: Groups 2 weeks

DAYS & HOURS: 7 days a week: 8-5. Closed Thanksgiving,  
Christmas, and New Year's Day.

LENGTH OF STAY: 45 minutes

ADMISSION: Free under 17, Adults \$1

GROUP SIZE: Large

GUIDE SERVICES: Yes

FACILITIES: Restrooms, picnic, gift shop



SITE: Seip Mound

COUNTY: Ross

ADDRESS: Rt. 50, Bainbridge, Ohio, 45612

PHONE: (614) 466-1500

CONTACT PERSON: None

ADVANCE NOTICE: No

DAYS & HOURS: Daylight hours year round

LENGTH OF STAY: 30 minutes

ADMISSION: Free

GROUP SIZE: Large

GUIDE SERVICES: No

FACILITIES: Restrooms, picnic area

SITE: Tecumseh Outdoor Drama

COUNTY: Ross

ADDRESS: P.O. Box 73, Chillicothe, Ohio, 45601

PHONE: (614) 775-0700 after March 1

CONTACT PERSON: Box Office

ADVANCE NOTICE: 2 weeks for backstage tour. None needed  
for play but advisable because of sell outs.

DAYS & HOURS: June 7-August 31, Mon.-Sat. Play starts 8  
p.m. Backstage tour every hour from 2 to 5.  
Museum open from 3 to 8. Restaurant open from  
4:30 to 7:45.

LENGTH OF STAY: Play 2 1/2 hours, tour 50 minutes

ADMISSION: Play \$6 to \$12. Restaurant buffet: Adults  
\$6.50, Children \$3.45. Backstage tour:  
Adults \$3, Children, \$1.50.

GROUP SIZE: Large

GUIDE SERVICES: Yes

FACILITIES: Restaurant, restrooms, snack bar, gift shop,  
wheelchair accessible

SITE: 1810 House

COUNTY: Scioto

ADDRESS: Waller St., Portsmouth, Ohio, 45662

PHONE: (614) 353-6344

CONTACT PERSON: Scioto Co. Historical Society

ADVANCE NOTICE: 1 week

DAYS & HOURS: Special arrangement, Sat. & Sun. 2-4

LENGTH OF STAY: 1 hour

ADMISSION: Free (Donations accepted)

GROUP SIZE: 40

GUIDE SERVICES: Yes

FACILITIES: Restrooms

SITE: Murray Military Museum

COUNTY: Scioto

ADDRESS: Gallia at Bond Street, Portsmouth, Ohio, 45662

PHONE: 353-2103

CONTACT PERSON: Eddie Russell

ADVANCE NOTICE: 2 days

DAYS & HOURS: By appointment only

LENGTH OF STAY: 45 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: No

SITE: Pioneer Village

COUNTY: Scioto

ADDRESS: 7918 Ohio River Rd., Wheelersburg, Ohio, 45694  
(St. Rt. 52)

PHONE: (614) 574-2093

CONTACT PERSON: Ray Litteral

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Special arrangement

LENGTH OF STAY: 1 hour

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: Yes

FACILITIES: Restrooms

SITE: Southern Ohio Museum and Cultural Center

COUNTY: Scioto

ADDRESS: 825 Gallia St., Portsmouth, Ohio, 45662

PHONE: (614) 354-5629

CONTACT PERSON: Dennis Stewart

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: 9:00-5:00 Tues. - Fri.,  
1:00-5:00 Sat. & Sun.

LENGTH OF STAY: 1 hour

ADMISSION: Free

GROUP SIZE: 100

GUIDE SERVICES: Yes

FACILITIES: Restrooms, gift shop, theatre

SITE: Horseshoe Mound

COUNTY: Scioto

ADDRESS: Mound Park, Portsmouth, Ohio, 45662

PHONE: None

CONTACT PERSON: None

ADVANCE NOTICE: None

DAYS & HOURS: Daylight hours

LENGTH OF STAY: 10 minutes

ADMISSION: Free

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: Picnic area, water fountain

SITE: Warren Co. Museum

COUNTY: Warren

ADDRESS: 105 So. Broadway, Lebanon, Ohio, 45036

PHONE: (513) 932-1817

CONTACT PERSON: Mary Payne

ADVANCE NOTICE: 1 week

DAYS & HOURS: Tues.-Sat. 9-4, Sun. 12-4

LENGTH OF STAY: 1 hour

ADMISSION: Adults \$2, Children \$1

GROUP SIZE: Any size

GUIDE SERVICES: Yes

FACILITIES: Restrooms, gift shop (for adults)



SITE: Fort Ancient State Memorial

COUNTY: Warren

ADDRESS: 6123 St. Rt. 350, Oregonia, Ohio, 45054, St. Rt.  
350, 7 mi. southeast of Lebanon

PHONE: (513) 932-4421

CONTACT PERSON: Site Manager

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: School, year round: Wed.-Sun., Apr.-Oct. 8-  
4:30

LENGTH OF STAY: 1 hour

ADMISSION: \$10 per school bus, \$3 per car

GROUP SIZE: Any size

GUIDE SERVICES: Yes (guide will be on bus)

FACILITIES: Restrooms, museum, gift shop, hiking trail,  
picnic area

SITE: Historic Lebanon, Ohio

COUNTY: Warren

ADDRESS: Lebanon Area Chamber of Commerce, 46 E. Mulberry  
St., Lebanon, Ohio, 45036

PHONE:

CONTACT PERSON: Pat South

ADVANCE NOTICE: Groups--6 weeks

DAYS & HOURS: Daylight hours

LENGTH OF STAY: Up to 4 hours

ADMISSION: Train \$7, Museum \$2, Glendover \$2, Carriage  
Rides \$3

GROUP SIZE: Any size

GUIDE SERVICES: Yes

FACILITIES: Restrooms, picnic area, gift shop, ice cream  
parlor

SITE: College Football Hall of Fame

COUNTY: Warren

ADDRESS: 5440 Kings Island Drive, Kings Island, Ohio, 45034

PHONE: (513) 398-5410

CONTACT PERSON: Nita

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: Apr. 1-Memorial Day, 7 days 10-5; Labor Day-  
Dec.31, 10-5, Jan.-Mar., Weekends,

LENGTH OF STAY: 2 hours

ADMISSION: School group: Under 12 \$2.25, Over 12 \$2.50,  
Adults \$3.50, Busload \$50

GROUP SIZE: Any size

GUIDE SERVICES: No

FACILITIES: Restrooms, gift shop

SITE: Campus Martius Museum

COUNTY: Washington

ADDRESS: 601 2nd Street, Marietta, Ohio, 45750

PHONE: (614) 373-3750

CONTACT PERSON: Site Manager

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: School group tours by reservation only.  
Mar.-Apr., Oct.-Nov.: Open Wed.-Sat. 9:30 to  
5. Sun. 12-5. May-Sept.: Open Mon.-Sat.  
9:30 to 5. Sun. and holidays 12 to 5. Dec.-  
Feb.: Open for school groups on reservation.

LENGTH OF STAY: Minimum 2 1/2 hours; tour 1 1/2 hours

ADMISSION: \$.50 per person, \$10 per bus

GROUP SIZE: No more than 40 in a tour

GUIDE SERVICES: Yes. Escorts can provide a choice of  
several theme tours. Educational materials  
can be sent to school prior to visit with  
reservation.

FACILITIES: Wheelchair accessible

SITE: Ohio River Museum

COUNTY: Washington

ADDRESS: Front Street, Marietta, Ohio, 45750

PHONE: (614) 373-3750

CONTACT PERSON: Site Manager

ADVANCE NOTICE: 2 weeks

DAYS & HOURS: School group tours by reservation only.  
Mar. - Apr., Oct. - Nov.: Open Wed. - Sat.  
9:30 to 5:00. Sun. 12:00 to 5:00.  
May - Sept.: Open Mon. - Sat. 9:30 to 5:00.  
Sun. and Holidays 12:00 to 5:00. Dec. - Feb.  
Open for school groups upon reservation.

LENGTH OF STAY: Minimum 2 1/2 hours; tour 1 1/2 hours

ADMISSION: \$.50 per person, \$10 per bus

GROUP SIZE: No more than 40 in tour

GUIDE SERVICES: Yes

FACILITIES: Picnic grounds, restrooms

SITE: Showboat Becky Thatcher Theatre

COUNTY: Washington

ADDRESS: 237 Front St., P.O. Box 572, Marietta, Ohio, 45750

PHONE: (614) 373-6033

CONTACT PERSON: Barbara Hickman

ADVANCE NOTICE: At least 3 weeks

DAYS & HOURS: June 15-Aug.: Wed. & Thurs. Matinees at 2:00. Mon. & Tues. at 8:00. Wed., Thurs., & Fri. evenings at 8:00. Sat. 5 & 8:00. May: Fri. & Sat. 8:00. Sept.-Oct. Days and times vary. Doors open 1/2 before start of play.

LENGTH OF STAY: 2 1/2 hours; play 2 hours

ADMISSION: Prices vary from \$7-\$12. Group rates available for 20 or more people

GROUP SIZE: Large

GUIDE SERVICES: No

FACILITIES: Restrooms, restaurant, wheelchair accessible

SITE: Mound Cemetery

COUNTY: Washington

ADDRESS: Marietta Tourist Bueau, 316 Third St., Marietta,  
Ohio, 45750

PHONE: (614) 373-5178; 1-800-288-2577

CONTACT PERSON: Marietta Tourist Bureau

ADVANCE NOTICE: None

DAYS & HOURS: Open to public at all times

LENGTH OF STAY: 30 minutes

ADMISSION: Free

GROUP SIZE: Large

GUIDE SERVICES: No

FACILITIES: No

SITE: Trolley Tours of Marietta/Narrated historic city tour

COUNTY: Washington

ADDRESS: P.O. Box 1033, Marietta, Ohio, 45750

PHONE: (614) 373-2420

CONTACT PERSON: Manager

ADVANCE NOTICE: 2 weeks or sooner

DAYS & HOURS: May: Sat. & Sun. 12:30 to 2:30. June:  
Thurs., Fri., and Sun. 12:30 to 2:30. July &  
Aug.: Tues., Wed., Fri., Sun. 10:30, 12:30,  
and 2:30; Thurs. all day tours. Sat. 10:3,  
12:30, 2:30, and 4:30. Sept.: Sat. 10:30,  
12:30, and 2:30. Sun 10:30, and 12:30.  
Oct.: Sat. & Sun. 12:30 and 2:30.

LENGTH OF STAY: 1 hour

ADMISSION: Adults \$7.50, Children (3-12) \$5.00. Group  
rates available

GROUP SIZE: 30-40

GUIDE SERVICES: Yes

FACILITIES: None



## APPENDIX

EMERGENCY MEDICAL AUTHORIZATION

Student Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Purpose--To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

PART I OR PART II MUST BE COMPLETED  
PART I (TO GRANT CONSENT)

In the event reasonable attempts to contact me at \_\_\_\_\_ (phone number) or \_\_\_\_\_ (other parent or guardian) at \_\_\_\_\_ (phone number) have been unsuccessful, I HEREBY GIVE MY CONSENT for: (1) the administration of any treatment deemed necessary by Dr. \_\_\_\_\_ (preferred physician) or Dr. \_\_\_\_\_ (preferred dentist), and (2) the transfer of the child to \_\_\_\_\_ (preferred hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

CONCERNING THE CHILD'S MEDICAL HISTORY INCLUDING ALLERGIES, MEDICATIONS BEING TAKEN, AND ANY PHYSICAL IMPAIRMENTS to which a physician should be alerted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Address

DO NOT COMPLETE PART II IF YOU COMPLETE PART I  
PART II (REFUSAL TO CONSENT)

I do NOT give my consent for emergency medical  
treatment of my child. In the even of illness of injury  
requiring emergency treatment, I wish the school authorities  
to TAKE NO ACTION OR TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Address

STUDENT NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_ GRADE \_\_\_\_\_

ADDRESS \_\_\_\_\_ TEACHER \_\_\_\_\_

PARENT OR GUARDIAN \_\_\_\_\_ HOME PHONE \_\_\_\_\_

FATHERS BUSINESS PHONE \_\_\_\_\_

MOTHERS BUSINESS PHONE \_\_\_\_\_

NEIGHBOR OR CLOSE RELATIVE \_\_\_\_\_ PHONE \_\_\_\_\_

HOSPITALIZATION PLAN \_\_\_\_\_ SCHOOL INSURANCE Y \_\_\_\_\_ N \_\_\_\_\_

MEDICAL CARD NO. \_\_\_\_\_

PLEASE CHECK IF ANY OF THESE MEDICAL CONDITIONS EXISTS:

<u>YES</u>	<u>NO</u>		<u>EXPLAIN:</u>
_____	_____	Allergic to medication	_____
_____	_____	Under medication	_____
_____	_____	Heart condition	_____
_____	_____	Epileptic	_____
_____	_____	Diabetic	_____
_____	_____	Hemophiliac	_____
_____	_____	Contact Lens	_____
_____	_____	Prior surgeries	_____
_____	_____	Others	_____

FIELD TRIP PERMISSION FORM

Room \_\_\_\_\_

Date \_\_\_\_\_

Dear Parents:

Our class will be going on a field trip to  
\_\_\_\_\_ (place) on \_\_\_\_\_  
(date). Each child is asked to bring the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be sure your child is dressed appropriately.

Please circle Yes or No below, sign, and return this form. Without this form, your child cannot be allowed to go on the trip.

\_\_\_\_\_  
Teacher

- - - - -

Yes, \_\_\_\_\_ (child's name) has my  
permission to go on the field trip.

No, \_\_\_\_\_, (child's name) may not go on  
the field trip.

\_\_\_\_\_  
Parent

# CHECKLIST FOR THE SUBSTITUTE

- Take school phone number \_\_\_\_\_
- Take bus garage phone number \_\_\_\_\_
- Look over and take emergency  
medical forms \_\_\_\_\_
- Check permission slips \_\_\_\_\_
- Take names of the students \_\_\_\_\_
- Read copy of field trip  
discipline plan \_\_\_\_\_
- Check for first aid kit \_\_\_\_\_
- Read over and take agenda for  
trip including addresses  
and phone numbers \_\_\_\_\_
- Learn names of chaperons \_\_\_\_\_
- Check at office for site  
admission fees \_\_\_\_\_
- Know educational objectives  
of students \_\_\_\_\_
- Take head count throughout  
the trip \_\_\_\_\_

Dear Sir:

I am a teacher currently preparing a field trip handbook for students, teachers, and parents in Scioto County, Ohio. The handbook will contain places of historical interest for Ohioans to visit. I would appreciate your cooperation by answering the enclosed questionnaire.

Thank you very much.

My address is:

FIELD TRIP QUESTIONNAIRE

NAME OF SITE:

ADDRESS AND SPECIFIC LOCATION:

PHONE:

1. Do you provide tours for school groups?

If yes, are the tours self-guided or is a guide  
available?

2. Who should be contacted to set up a field trip?

3. How much advance notice is necessary when setting up a  
trip?

4. During what dates and times is your facility open?

5. Approximately how much time should a group spend at your  
location?

6. What is the cost for a group touring your site?

7. How many people can you accommodate?

8. Are there any hazards or precautions students should be  
aware of prior to their visit?

9. What facilities are available to tour groups?

A. Restrooms	Yes	No
B. Snack Bar	Yes	No
C. Picnic Area	Yes	No
D. Gift Shop	Yes	NO



COVER LETTER FOR PARENTS

Dear Parent,

Your son/daughter's class will be taking a field trip to Serpent Mound on May 3, 1991. He/She will be leaving the school at 9:00 and returning at 3:00. Your child should wear casual dress, as we will be walking outside most of the day. He/She will need to bring a sack lunch. Drinks will be provided. There are a souvenir shop and snack bar on the grounds. Your child will need to pay \$1.00 to cover expenses. In case of rain, the trip will be rescheduled.

We are looking forward to a fun-filled educational experience. If you have any questions about the trip, feel free to call the school.

Sincerely,

Mrs. Delabar & Mrs. Allen

## Serpent Mound

### Pre-Trip Activities

Perform a skit depicting lifestyle of Adena Indians

List Ohio Indian mounds built by Adena Indians.

Report to class the purposes of Indian mounds.

### Follow-up Activities

Write a report on Serpent Mound.

Build a model of Serpent Mound.

Identify and explain uses of prehistoric Indian facts seen  
at the site.

Describe how you think the Indians built the mound.

### Organizational Checklist

- \_\_\_ Turn in written proposal to administrators.
- \_\_\_ Contact site and arrange date and time.
- \_\_\_ Make arrangements for transportation.
- \_\_\_ Orientate students to where, when, how, and why of the trip.
- \_\_\_ Send out cover letters and permission slips.
- \_\_\_ Collect returned permission slips.
- \_\_\_ Prepare alphabetical list of emergency forms.
- \_\_\_ Contact other teachers affected by the trip.
- \_\_\_ Contact cafeteria.
- \_\_\_ Make arrangements for those students unable to attend.
- \_\_\_ Arrange for proper number of chaperons.
- \_\_\_ Collect any necessary funds.
- \_\_\_ Make arrangements for meals.

## LIABILITY CHECKLIST

- ☐ Obtain permission from school superintendent.
- ☐ Receive permission from site to be visited.
- ☐ Pre-visit site for possible hazards.
- ☐ Send cover letter and permission slip to parents.
- ☐ Collect signed permission slips.
- ☐ Obtain emergency medical forms from school nurse.
- ☐ Provide phone numbers of school, principal's home, and bus garage.
- ☐ Provide sufficient chaperons.
- ☐ Compile a list of students on each bus.
- ☐ Prepare a first aid kit.
- ☐ Check attendance before leaving the school.
- ☐ Check attendance before returning home.

CHAPTER V  
SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

Summary

The authors feel school field trips are one of the most effective ways of teaching Ohio history. With this in mind, the authors compiled a list of historical sites located in southern Ohio. Also listed is information needed for planning a trip to these sites and in the appendix, forms to make the planning easier.

The authors hope that this guide will be used by parents of sixth and seventh graders and by Ohio History teachers in southern Ohio.

The purpose of the study was to develop a field trip guide to historical sites in southern Ohio for use by teachers, parents, and students.

In researching the study, the authors gathered and reviewed journal literature pertaining to field trips. They looked at other field trip handbooks and at their local board policy manuals. They then located and selected historical sites in southern Ohio. Once the sites were selected, questionnaires, were sent to each site requesting information for the guide.

The guide included a list of fifty historical sites in southern Ohio and pertinent information for planning the trips. In an appendix the authors included sample forms that help in planning field trips.

### Conclusions

After their research, the authors conclude that teaching through field trips helps students interrelate school with out-of-school living. Observation skills can also be used and improved through field trips. After students have taken a field trip, they understand the topic better than before the trip. Field trips make the subject matter come alive for students by providing sensory images that a classroom cannot. also, field trips increase students' retention of knowledge.

### Recommendations

The field trip can easily be planned if the following steps are taken. First, the authors feel that the planner should consult the board policy in the planner's school district. Next, the planner should attend to the managerial concerns. Third, he should choose and pre-visit one of the

sites listed in the guide that is relevant to their subject matter. Fourth, the funding for the trip needs to be considered. Transportation also is a very important consideration when planning a field trip. Next the planner should require the use of permission slips. Another step is joint planning between students and teacher. Selecting the chaperons is yet another important step for the planner. Last is to make sure there is a list of procedures available to help the substitute teacher in case the regular teacher cannot go. Without these procedures for the substitute, there may be many situations the substitute would not know how to deal with.

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