

# **PLANNING YOUR 2017-2018 STEP FIELD STUDY**

## **1. REQUEST A FIELD STUDY**

Offerings, program descriptions, and reservation request forms can be found at <http://rpsec.edu/step/>. The deadline to submit a request is June 9, 2017. Requests received after the deadline will be placed on a waiting list.

## **2. CONFIRM YOUR FIELD STUDY**

All scheduling for the upcoming school year is done in the summer. Once your trip has been scheduled, you will receive a confirmation contract letter. Confirmation contract letters **MUST** be signed and returned to RPSEC by the date specified to avoid cancellation.

## **3. RESCHEDULING A VISIT**

It is highly unlikely that we will be able reschedule a visit unless another school cancels.

## **4. CANCELLATIONS**

We must receive written notification of cancellation at least **FOUR** weeks in advance of reserved date or a \$25.00 cancellation fee **PER PROGRAM** will be assessed.

## **5. PROGRAM REQUEST GUIDELINES**

- Silver Bluff Audubon Center can accommodate up to 90 students K5 – Grade 12 per day.
- Savannah River Site can accommodate up to 60 students Grades 4 – 12 per day. Some paperwork will be required for adult chaperones to SRS. A list of student names will also be required. Kim Mitchell, Education Outreach Coordinator, will send all pertinent information required approximately a month prior to the field study at SRS.
- We recommend that one teacher make a reservation for an entire grade level.
- A normal field study day at Silver Bluff Audubon will begin at 9:15 and end at 1:00. Adjustments can be made upon arrival as necessary.
- A normal field study day at Savannah River Site will begin at the badging office at 8:30 if possible, and the field study day will then

begin at 9:15 and end at 1:15. Adjustments can be made upon arrival as necessary.

## **6. LUNCH**

There are picnic tables at both locations for the students and adults. Neither site has food, drinks, or microwaves available.

## **7. CHAPERONES**

- Adult chaperones are welcome and encouraged to attend.
- Adult chaperones are asked to help monitor the students at all times.
- To limit distractions, children that are not in the class attending the field study should not accompany chaperones.
- All chaperones should turn off cell phones during programming.

## **8. STUDENT PROGRAM FEES**

- Silver Bluff Audubon Center - \$4.00 per student per day.
- No cost at Silver bluff Audubon Center for teachers or chaperones.
- Savannah River Site – no cost for students, teachers, or chaperones.

## **9. ACADEMIC STANDARDS**

All STEP Field Studies are aligned with South Carolina academic standards. Most programs consist of a lab study, field study, and eco-hike during which students are actively engaged in hands-on, inquiry-based learning. South Carolina standards correlations and some pre- and post- activities can be found on our website: <http://rpsec.edu/step/>.

## **10. CONTACT INFORMATION**

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