

(School District/ISD)

FIELD AND OTHER DISTRICT-SPONSORED TRIPS POLICY

The Board of Education recognizes that field trips, when used for teaching and learning integral to a course of study or IEP, are an educationally sound and important ingredient in the instructional program. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip can be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study or IEP.

Other District-sponsored trips shall be defined as any planned, student travel activity which is approved as part of the District's total educational program.

The Superintendent shall approve all trips.

Students may be charged reasonable fees for field trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on field trips remain under the supervision of this Board and are subject to guidelines.

The Superintendent shall prepare guidelines for the operation of both field and other District-sponsored trips which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each field trip is properly planned, and if a field trip, is integrated with the course of study or IEP, evaluated, and followed up by appropriate activities which enhance its usefulness;

- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on a trip complies with the District's established Code of Conduct;
- G. emergency medical treatment is authorized.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a field trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

FIELD TRIP GUIDELINES

Field trips as defined in Board of Education policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following guidelines have been provided to help ensure the effectiveness of all field trips.

General Procedures

- A. All requests shall be submitted to the supervisor in advance of the scheduled trip with the names of all staff members and chaperones who will accompany the students.
- B. Parental Consent Forms (page 7) must be returned to the administration before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. No student will be allowed to participate if the parental consent form is not received prior to the trip.
- C. A copy of each student's Emergency Medical Authorization Form (page 8) is to be in the possession of the staff member in charge.
- D. If a trip leader has individualized reasonable suspicion that a student(s) has violated a law, she/he is to contact the supervisor immediately. If the supervisor is unavailable, the trip leader is to contact the appropriate security or law enforcement personnel.
- E. Field trips may be denied for any one of the following reasons.
 - 1. failure to comply satisfactorily with pre-trip requirements;
 - 2. excessive cost or limited financial resources;
 - 3. the students involved have generally been involved in other field trips or school activities that have kept them out of class in the weeks preceding or following the scheduled trip;

4. lack of availability of transportation;
 5. inadequate provision for student safety and welfare.
- F. Problems with the field trip should be brought to the attention of the supervisor immediately upon return. The supervisor shall inform the Superintendent of any major problems
- G. Prior to arrival at the destination, students are to be made aware of:
1. how they are to conduct themselves;
 2. what time the bus will leave for the return trip;
 3. where the bus will be located for the departure;
 4. any specific information that the students should know with reference to the area being visited.
- H. At no time are students to be left **ON THEIR OWN** during the course of the field trip.
- I. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
- J. Any disciplinary problems are to be reported to the supervisor immediately upon returning to the school for appropriate action.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the supervisor.

Because field trips are considered an integral part of a course of study and represent a significant cost to the District, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

DITRICT-SPONSORED TRIPS (Co-Curricular and Extra-Curricular)

These trips are considered part of the total educational program of the District but not part of a course of study and include such trips as Special Olympics. The following general procedures are to be followed for all such trips.

- A. All requests shall be submitted to the supervisor in advance of the scheduled trip with the names of all staff members and/or chaperones who will accompany the students.
- B. Parental Consent Forms (page 7) must be returned to the administration before the trip. No student will be allowed to go on the trip unless this form is returned to the administration with the parent's signature. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. No student will be allowed to participate if the parental consent form is not received prior to the trip.
- C. A copy of each student's Emergency Medical Authorization Form (page 8) is to be in the possession of the staff member in charge.

- D. If a trip leader has individualized reasonable suspicion that a student(s) has violated a law, she/he is to contact the supervisor immediately. If the supervisor is unavailable, the trip leader is to contact the appropriate security or law enforcement personnel.

- E. Permission may be denied for any one of the following reasons:
 - 1. failure to comply satisfactorily with pre-trip requirements;
 - 2. excessive cost or inadequate funds;
 - 3. lack of availability of transportation;
 - 4. inadequate provision for student safety and welfare.

- F. Any problems that arise during the trip should be brought to the attention of the supervisor immediately upon return.

- G. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.

- H. In the event of any emergency during a trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the supervisor.

OVERNIGHT TRIPS (District-Sponsored)

In compliance with Board of Education policy, the following guidelines are to be followed whenever a staff member seeks Board approval for a trip on which the students will be away from home for one (1) or more nights.

All requests are to be submitted to the Superintendent.

The professional staff member in charge will be responsible for conducting the trip as planned. If changes in the plan are necessary, such changes are to be submitted to the Superintendent for approval.

Prior to the start of an approved overnight trip, the staff member in charge must comply with the procedures for any District-sponsored trip. In addition, each participating student and his/her parent is to sign the Responsibility Contract (page 9) and submit it to the trip leader(s) prior to the trip.

TRIP LEADER RESPONSIBILITIES

Each chaperone of a field or other District-sponsored trip is to be provided with a copy of the following guidelines for fulfilling his/her responsibility.

- A. Students are to be made aware that the regular bus rules will apply for the trip. Since some of the students may not be regular bus riders, the rules should be reviewed with the group prior to departure.
- B. The trip leader or designated staff member is responsible for student behavior while on the bus.
- C. The driver is responsible for the bus and has ultimate authority over routes and operations. If she/he deems that conditions constitute a safety hazard, the driver has the authority not to proceed.
- D. If any discipline problems develop while on the trip, the problems are to be reported to the appropriate supervisor as soon as feasible.
- E. The trip leader should report to the supervisor any cases of poor judgment or improper behavior on the part of the driver.
- F. The trip leader should:
 - 1. Review with the bus driver the destination and route.
If there is any question about the route, it should be resolved prior to departure so there is no confusion in communication during the trip. The driver has the final decision on the route.
 - 2. Introduce chaperones to the driver prior to the trip and review the District's policies and guidelines on discipline (including corporal punishment) prior to the trip;
 - 3. Assist the driver in enforcing the rules of the bus and the rules and directions for the trip;
 - 4. When necessary or requested by the driver, place himself/herself and any chaperones strategically in the middle and rear portions of the bus;
 - 5. Conduct a head-count each time there is an unloading and reloading of passengers to ensure no one is left behind;
 - 6. When the bus returns to the District, make sure all students have proper rides home and have left the District before considering the trip to be completed.

CHAPERONES FOR TRIPS

All chaperones must be at least twenty-one (21) years of age and be affiliated with the District as a parent, school volunteer, part-time or full-time employee, and Board member.

The list of chaperones must be submitted with the trip request. Any additions or replacements must be submitted to the director for approval prior to the trip.

The trip leader is to provide each chaperone, prior to the trip, a copy of applicable policies and procedures with which the chaperone will comply. Each chaperone must sign the Volunteer Release Form (page 10) prior to the trip in which she/he agrees to abide by all applicable District policies and guidelines. The form should be submitted to the director's office.

Chaperones are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's or other people's safety or well-being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible.

Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when she/he is associated with the students. When a chaperone is on free time away from the students, his/her behavior should be such that it would not create problems for or embarrassment to the trip leader(s) or the District.

The trip leader(s) is responsible for the conduct of the chaperones during the trip and should be knowledgeable of their whereabouts at all times and how they can be contacted in case of an emergency.

PARENT CONSENT FOR TRIP

I, _____ (Parent's Name), permit my child,
_____, to participate in the trip to

I understand that this trip is part of the District's educational program and provides a learning experience of educational value to my child.

Parent

Date

EMERGENCY MEDICAL AUTHORIZATION PERMIT

Whenever my child is involved in a school activity and I am unavailable or otherwise unable to provide authorization directly, I grant to the school principal or his/her designee the authority to act for me and to provide any required consents and authorization for the delivery of emergency medical care, diagnoses, and treatment, including surgical intervention, if necessary, on behalf of my minor child listed below and to do all other necessary things as I might or could do to provide for the child's health and safety, if I were present.

This authorization is valid for the current school year or until such time as I withdraw the authorization.

Authorized _____ Date _____
Parent/Guardian

Child's Name

(Last) (First) (Middle)

School _____ Grade _____ Teacher _____

Birthdate _____ Sex _____ Telephone _____

Parent or Guardian Names _____

Home Address _____

Mother's Employment _____ Telephone _____

Father's Employment _____ Telephone _____

Doctor Preferred _____ Telephone _____

Doctor's Address _____

Dentist Preferred _____ Telephone _____

Dentist's Address _____

Insurance Company _____ I.D. No. _____

Important Medical Information

Allergies

Current Medications or Treatments _____

Previous Operations or Hospital Confinements _____

Other: _____

RESPONSIBILITY CONTRACT FOR OVERNIGHT TRIPS

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

I agree to:

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

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

Student

Date

Parent

Date

VOLUNTEER RELEASE FORM

I have offered my services as a volunteer to help the School District in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.

Volunteer

District Witness

Date