

ACADEMIC FIELD TRIP GUIDELINES July, 2018

Overview

Field trips must provide first hand experience that will improve the student's knowledge of any area of the approved curriculum that will not be possible within the confines of the classroom. All field trips are contingent on the availability of funds, resources, and district personnel. Whenever possible, teachers of the same grade, class, or subject are encouraged to combine their trips for more efficient use of district resources. Before making any commitments to the class, parents, or the place to be visited, teachers must secure approval from the Curriculum Department and Transportation Department.

Purpose

The following guidelines have been created to provide district personnel information and procedural steps on successfully organizing academic field trips for the students.

Procedure

All district personnel are required to ensure the following information is reviewed and applied accordingly when scheduling an academic trip.

Frequency

District Administration has determined that field trips may not be taken after the third Friday in May for all grades, K-12. With the exception of 7th and 8th grades' teams that are limited to only one trip per day, there is no specific standard regarding how often a class goes on a field trip. The district has defined the number of allotted academic field trips that can be taken during the school year for each of the following grade levels:

- Kindergarten may take up to 6 field trips per year
- Elementary grades 1 - 8 may take up to a combined total of 4 field trips per year, 2 in the content area and 2 in liberal arts
- High School field trips in grades 9 -12 will be approved on an individual basis.

Duration

The duration required for the complete field trip shall be considered a part of that teacher's normal classroom schedule. The requestor of the field trip must determine if the requested field trip falls within the parameters of the following specifications to ensure the proper provisions and resources are allocated for the trip. The district has established a return time of 1:45 P.M. for all field trips unless prior proper approval has been granted.

- **Day Trips** are trips that depart no earlier than 15 minutes after the morning bell.
- **Extended Day Trips** are trips that have a departure time before the schools morning bell time with a return that is after the established 1:45 P.M. time.
- **Overnight Trips** are trips that require district personnel, chaperones, and students to stay one or more nights in an approved lodging facility. The requestor should be aware such trips will require additional time for planning and approval beyond the standard 15 day notice.

Field Trips Request Form

All field trips (Day Trips, Extended School Day Trips, Overnight Trips, and Walking Trips) require the submission and approval of the "Request For Bus Transportation" form. All

request forms must be received in the Curriculum Office 15 working days in advance of the trip. For trips requiring the use of a district vehicle i.e. school bus and/or van, the Transportation Department will determine the number of vehicles needed for the requested trip based on the number of students, adults, and/or equipment. Trips taken within the district count as one field trip.

Field Trip Approval

The requestor is responsible for the following upon successful submission and approval of requested field trip:

- Provide any special accommodations, directions, specific details, and/or location site map with the initial request form.
- If applicable ensure there is adequate bus parking at the destination and secure funding for any associated parking cost.
- Any additional approved expenses incurred for the field trip shall be the responsibility of the person requesting the trip. These expenses shall be reimbursed by the Board of Education upon presentation of receipts and proper district's reimbursement form.
- The requestor must notify the cafeteria manager at least five working days in advance of the date and time of the field trip especially if you will not be in the building over lunch the day of the trip.
- If any plans change (departure/return time; total number of participants, location, etc.) and/or the trip must be cancelled or rescheduled, the requestor must notify their building administrator and the Transportation Department at ext. 8356 no later than 2 hours before the original scheduled departure time for all cancellations and immediately for any trip changes.

Field Trip Denial

Although District Administration believes field trips are a value-added component of the students' educational experience there will be times a submitted field trip will be denied. The justification for approving and denying field trips is based upon many factors however below are some common reasons that can result in a denial:

- If field trip destination is to an individual's place of residence.
- The purpose of the trip is to see a movie.
- The field trip consists of the use of a private automobile operated by a district employee and/or volunteer for the purpose of transporting students to/from the location/event.
- The requested field trip does not support the mission and vision of the district.
- The amount of resources and support to successfully execute the field trip exceeds the District's ability.

Parental Permission & Communication

Although parent permission to attend field trips is authorized on the Emergency Medical card, teachers must notify parents when a field trip is planned. At the high school, teachers must obtain a parent permission slip containing the signature of the parent or guardian, indicating their knowledge and approval of the trip for their child. If the parent has not consented to any

field trips it is the teacher's responsibility to ensure proper parental permission-is obtained prior to field trip.

Chaperones

The number of parent chaperones will be limited to space availability on the bus. Only chaperones with a current background check may accompany students and teachers on a field trip.

Pre-Departure

Unless otherwise communicated and agreed upon the bus will be available, and the students and staff/chaperones should be ready to board the bus/buses at the times stated on the request form. It is the requestor's responsibility to ensure the following is completed to ensure the health and safety of all field trip attendees:

- No one is permitted to board the bus/buses prior to the morning bell unless prior approval has been granted for an extended day trip.
- Not including the driver at least one paid district personnel i.e. teacher must accompany students on the bus. Chaperones are not considered district personnel.
- Attendance/student count is to be taken in the classroom after the morning bell and again upon boarding the bus/buses.
- Teachers are required to take attendance/student count after boarding the bus. This shall be repeated every time the students board the bus throughout the duration of the field trip up to and including upon the return to the school.
- Emergency medical cards for each student must be taken along by the teacher(s).
- The driver will deliver safety instructions specific to riding the bus prior to leaving the school and the teacher and/or chaperones has to ensure all riders are compliant with the bus safety rules and enforce classroom etiquette.
- All Items brought on the bus need to be properly stored under a seat or held on passengers' laps. Larger items (wagons, coolers, bicycles, unoccupied travel wheelchairs) must be noted on the bus request form and it is the responsibility of the person requesting the trip to ensure the items are secured.
- Alternate arrangements need to be made for students who have been suspended from the bus; they are not allowed on the bus for a field trip.

Incident/Accident

In the event of an incident/accident while on a field trip the teacher(s) are expected to assist the driver in implementing the district's Accident/Incident Procedure. Upon returning to the school the teacher is responsible for reporting such events promptly to the building principal or other administrator.