

SAFETY AND SUPERVISION OF STUDENTS J-3200 AP

J-3202 FIELD TRIPS

Instructional and co-curricular field trips, activities, and excursions are those that are related to the instructional and cocurricular program. They provide a means for staff members and students to relate the instructional and cocurricular program to the community outside the schools.

Student trips, activities, and excursions shall be permitted to the extent that they provide the most effective means of accomplishing objectives related to given aspects of the instructional and co-curricular program. Trips are to be considered as a method of instruction and planned with definite objectives determined in advance.

Overnight Trips

The principal's** written approval must be obtained during the preliminary planning stages of an overnight trip, well in advance of trip confirmation, deposits, or any activity which obligates the school district or any individual.

The teacher must submit in writing to the principal preliminary plans for any out-of-town and/or overnight trip, well in advance of proceeding with student/parent discussion or notification and deposits. Information should include:

- Location of trip
- Mode of transportation
- Exact dates and times of departure and return
- Educational benefit or nature of competition
- Proposed itinerary including sightseeing, competitions, extra performances, etc.
- Supervision/Chaperones
- Cost to student
- Cost to district

* Field trips to destinations outside the continental United States and Canada must be approved by the superintendent before proceeding with student/parent discussions or notification and deposits.

** Wherever the term principal is used, it signifies principal or the principal's designee.

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If possible, out-of-town or overnight trips should occur only during the district's scheduled vacations. If not possible, give rationale as part of the above written preliminary information that goes to the principal.

If a trip cannot take place during regularly scheduled district vacations, at most, students may miss one (1) day of classes, and then only if absolutely necessary. Rationale for additional days missed must be part of the above written preliminary information which goes to the principal. In situations where a trip will result in students missing more than one day, the principal must have Central Office approval prior to giving the teacher written permission to proceed.

Transportation for school-sponsored trips, activities and excursions shall be restricted to school vehicles, vehicles belonging to a commercial carrier contracted by the District, or an approved driver.

It is required that transportation for school sponsored field trips is accessible to all participating students. Trip sponsors and building administrators shall collaborate during the field trip approval process to ensure accessible transportation is provided.

Approved field trips, activities, and excursions are those for which the District may or may not provide transportation or supervision or both. Students may participate in school-sponsored trips, activities, and excursions off school premises, provided the school has received written permission from the student's parent(s) on Form D.

INSTRUCTIONAL AND COCURRICULAR FIELD TRIPS, ACTIVITIES AND EXCURSIONS

The following administrative procedure is designed to serve as a formal, orderly manner in which building administrators provide school activities and trips. The following information applies to trips routinely taken as part of the school program, as well as other non-routine activities and trips.

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- A. Routine Trips** - Routine trips are those that are taken routinely as part of the school program, including, but not limited to, instructional field trips, co-curricular contests, etc. These trips should be initiated utilizing the regular form titled "Application for Approval of Educational Trip" (Form A). In the case of co-curricular and athletic contests, these trips may be submitted for approval of the entire season's activities. Transportation for these trips is provided by the District, volunteer drivers, or volunteer student drivers. Transportation shall be accessible for all participating students.
- B. Other Activities and Excursions** - Other activities and excursions are those that are not routinely engaged in as part of the school program, including, but not limited to, trips in excess of one hundred miles (one way), student-staff athletic games, parades, etc. These activities and trips should be initiated utilizing the form entitled "Application for Approval of School Activity or Trip" (Form B). Also, refer to information on Attachment B (1). Transportation for these trips is provided by a third party contracted by the District. Transportation shall be accessible for all participating students.
1. The principal or principal's designee will decide as to whether the school will sponsor the activity. His/her decision will be based on criteria, such as: the educational value to the student, provision of appropriate supervision, adequate liability coverage, cost and other relevant factors regarding the activity or trip.
 2. All financial transactions relative to the approved activity are to be conducted through the building internal account system. In addition, the District will not take any financial responsibility, such as responsibility for salaries to a teacher-sponsor or adult chaperone, unless provided for in the collective bargaining agreement.
 3. The teacher will take appropriate steps to notify parents in a timely manner of provisions relative to the activity. These would include the purposes of the activity, costs involved, supervision provided, duration of the activity, mode of transportation, trip cancellation policy, student insurance policy, and any other relevant information. See *Responsibilities of the Teacher* section for specific timeline and form information.

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General Rules Applicable to Sponsored Trips

- A. Students going on approved trips should be counted as exempt and permitted to make up any regular work that has been missed.
- B. Proper procedures are to be followed and deadlines observed in requesting school transportation services. Accessibility shall be ensured for all students.
- C. Payments for trips are to be coordinated through building procedures approved by the principal.
- D. Adequate travel time must be allowed for the trip. District bus drivers must return in time to make regularly scheduled runs.
- E. The route of travel should be left to the discretion of the supervisor of transportation. If principals or teachers have a preferred route, the preference should be mutually agreed upon at the beginning of the trip.
- F. Pupils on approved trips must obey all rules listed for pupils in the *Rights and Responsibilities Code of Student Conduct*.

Responsibilities of the Teacher

- A. The teacher is responsible for submitting a general plan of recommended trip to the principal for review and approval, at least six weeks prior to the trip.
- B. Upon preliminary approval from the principal, teacher must submit Form A or B, depending on the nature of the trip, to the building principal no later than 4 weeks before the trip. One of the purposes in submitting either Form A or B is to ensure that the District begin the appropriate steps to ensure that accessible transportation is available for all students.
- C. The teacher shall collaborate with building administrator to ensure accessible transportation for all students following completion and submission of Form A or B. As part of this collaboration, the teacher and the building administrator will ensure that parents are notified that failure to timely return the signed permission slip may result in the student not being able to attend the field trip.

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- D. After receiving notification of central office approval of the field trip, the teacher is responsible for notifying parents (Form D). The teacher should notify the parents at least 3 weeks prior to the trip and obtain signed parent permission slips no later than 10 days before the trip. Notification to parents should include the following information: purpose and destination of trip; transportation arrangements; date and time of departure and estimated time of return, and due date for remittance of signed parent approval form (Form D). The notification to the parents must also inform the parent that failure to remit the signed parent approval form (Form D) within the stated time limit, should the student need accessible transportation to attend the field trip, the District may not be able to arrange accessible transportation. Although the District will continue to make every effort to arrange accessible transportation on shorter notice. However, in the event that the District is unable to do so, the student may not be able to attend the field trip.
- E. The teacher is responsible for providing parents with additional information to include chaperone arrangements, overnight accommodations, a detailed itinerary when an approved trip will extend beyond one school day, medical insurance policy, and trip cancellation policy.
- F. The teacher is responsible for notifying the principal and/or his/her designee by telephone, as soon as possible, in the event of an emergency situation, including, but not limited to, student injury, missing student, etc.
- G. The teacher is responsible for notifying the principal and/or his/her designee of any situation that will cause a change in plans.
- H. The teacher and students will keep the bus clean and not deposit debris during the trip.
- I. The teacher is responsible for having an accurate written list of names of all persons to be transported.
- J. The teacher is responsible for deportment and discipline of pupils for the duration of the trip.
- K. The teacher is responsible to notify other staff members of students' absence, at least 48 hours prior to the trip.

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Responsibilities of the Principal

- A. The principal is responsible for reviewing and approving plans with the faculty members involved to determine the educational value of the trip to the participants and forward approved forms to Central Office.
- B. The principal shall ensure that Form A or B, depending on the nature of the trip is submitted to central office for review at least 4 weeks prior to the trip. One of the purposes in submitting either Form A or B is to ensure that the District begin the appropriate steps to ensure that accessible transportation is available for all students.
- C. The principal shall collaborate with the teacher to ensure accessible transportation for all students following completion and submission of Form A or B. As part of this collaboration, the teacher and the building administrator will ensure that parents are notified that failure to timely return the signed permission slip may result in the student not being able to attend the field trip.
- D. The principal shall maintain a master record of all field trips scheduled for the building (Form F). This master record shall be kept as a cover sheet with duplicate approval copies of Forms A or B.
- E. In the event of an accident, the principal will notify the assistant/deputy superintendent and submit a copy of the student accident report.

Responsibilities of the Assistant/Deputy Superintendent

- A. The assistant/deputy superintendent is responsible for reviewing and approving plans submitted by the principal to determine that the trip is related to aspects of the instructional program.
- B. The assistant/deputy superintendent shall collect copies of all building master records (completed Form F) at the conclusion of the year. A copy of all Form Fs shall be provided to the Department of Special Education.
- C. The assistant/deputy superintendent is responsible for notifying the superintendent immediately of an accident.

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Use of Privately Owned Vehicles—Student or Adult Volunteer Drivers

Use of privately owned vehicles is prohibited, unless specifically authorized by the principal. When privately owned vehicles are used, the principal will inform the owners that in case of an accident their own insurance company is primarily liable.

It is necessary to fill out a "General Field Trip Driver Information" form (Form E). This procedure is true for parents, teachers, and student drivers.

Student drivers must also submit a completed Form D1 to the building principal or sponsoring staff member.