

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 2320 P-1

FIELD TRIPS AND EXCURSIONS

I. GENERAL

As cited in Board Policy 2320, field trips are an extension of classroom learning activities. Each field trip is to be carefully planned such that it focuses in educationally-sound content integral to the curriculum. There shall be provision for sufficient adult supervision (parents and/or faculty members) to ensure the general safety, personal welfare of students during field trips and excursions, and attention to the unique health needs that some students have (e.g., life-threatening health conditions, 504 plans).

The opportunity to participate in field trip activities is a privilege granted to all students in the Ferndale School District. Participants are expected to conform to Board Policy No. 3200 and conduct standards established by the principal and/or designee. Standards of conduct which are in effect for the school also apply to school-sponsored activities or trips. Any student found to be in violation of policy or conduct standards is subject to disciplinary action.

For staff who take students on regularly scheduled, repeating day trips as part of the district's curriculum (e.g., life skills classes to the aquatic center, FHS Community Transitions Program to vocational training sites), it is only necessary for the supervising staff member to fill out the "Field Trip Request Form" (Attachment 1) and the parent/guardian to complete the "Parent/Guardian Permission Form" (Attachment 2) one time per semester. These forms do not need to be completed for each day field trip. The director of athletics/activities will handle these procedures and forms for all field trips and competitive meets run through that department.

II. PROCEDURES

A. For day field trips and excursions, the teacher will:

1. Check school and district calendars to ensure there are no scheduling conflicts.
2. Submit a Field Trip Request Form (Attachment 1) to the principal or designee a minimum of four weeks prior to the event.

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3. Upon approval by the principal / designee, submit the transportation request to the director of transportation as soon as possible and no later than one week in advance of the activity. If private cars are used, Administrative Procedures No. 8131 P-1 will be followed.
4. Following principal / designee approval, send parents and guardians notification / informational letter and permission form as soon as possible, but no later than three weeks prior to the scheduled activity or trip. Notification and permission form should include detailed information regarding goals, destination, date, departure and return times, transportation, appropriate dress, anticipated expenditures, meals, safety and behavior standards, telephone numbers, and a request for any health / medical-related information. (See Attachment 2)

Provisions are to be made to ensure that students are not left at an activity or trip site. This may be done by assigning an extra "emergency" vehicle to be driven by a chaperone, or, if a student is missing, leaving a chaperone at a checkpoint on the site who will be picked up and returned home at a later time.

5. Arrange for chaperones as appropriate.
6. Make arrangements for students who do not take part.
7. Make plans for keeping the group together as appropriate.
8. Provide the principal with a list of students and chaperones taking part in the activity.
9. Ferndale School District staff may not drive students on field trips in their own vehicle unless staff are participating under the "parent / guardian" role.

B. The principal or designee will:

1. Review and approve or disapprove the field trip request as soon as possible, but no less than three weeks prior to the event. "Approval" requires that the principal / designee will have confirmation for all aspects of the field trip, including financial, transportation and student health factors.

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2. Ensure that prior notification to parents or guardians is disseminated and that student permission slips have been obtained.
3. In the event that a field trip opportunity becomes available in a way that doesn't fit the above timelines, the principal/ designee may approve the field trip if all issues (e.g., financial, transportation, student health) are fully addressed.

III. OVERNIGHT FIELD TRIPS

- A. Follow general procedures for field trips and excursions along with the more stringent timelines and permissions noted below.
- B. The teacher must submit to the principal/ designee a written plan (Attachment 1), including purpose and relationship to curriculum, supervision, itinerary, cost, housing, and the student costs (if any) as soon as possible, but no less than eight weeks prior to the projected field trip or excursion dates.
- C. In the event that a field trip opportunity becomes available in a way that doesn't fit the above timelines, the principal/ designee may approve the field trip if all issues (e.g., financial, transportation, student health) are fully addressed.
- D. After approval by the principal/ designee, the proposal is to be submitted to the superintendent as soon as possible so that the field trip item can be placed on the next board meeting's consent agenda.
- D. The principal/ designee and/or teacher may be asked to attend the board meeting to answer any questions the board may have.
- E. Following approval by the principal/ designee, the teacher will send parents and guardians the notification and permission form (Attachment 3) seven school weeks prior to the field trip/ excursion dates. (Note: The teacher and principal will confer about any returned permission forms which indicate special health concerns/ considerations. The principal will then review those special health concerns with the school nurse.) All such field trips are optional. Parent/ guardian permission is required.
- F. Ferndale School District staff may not drive students on field trips in their own vehicle unless staff are participating under the "parent/ guardian" role.

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