

FIELD TRIPS: 2320P

Field trips are defined as travel away from school premises, under the supervision of staff members, for the purpose of affording students experiences not available on the school site.

Three types of field trips or extended learning experiences are recognized, 1) One Day In-State Field Trips; 2) Overnight or Out-of-State Field Trips; and 3) International Field Trips and Travel. Each type requires various levels of approval prior to initiating any arrangements. Written parent/guardian permission is required annually for all field trips in the enrollment and verification process. The following procedures shall apply:

Requirements that Apply to all Field Trips:

District Sponsorship

If the field trip is District sponsored then the school district is responsible for and must control the activity. Field trips that conform to the following criteria are eligible for District sponsorship and shall comply with the guidelines appropriate to the planned activity:

Paid for from General Fund:

- 1) Activity is scheduled as a District function during the school calendar;
- 2) Trip is directly related to the adopted curriculum of a particular course of study and is available only to students currently enrolled in the course;
- 3) Teachers or staff are responsible for the safety and supervision of the students;
- 4) School district staff, acting within the scope of their employment, receive their pay and reimbursable expenses from the District during the field trip.

Paid for by Associated Student Body or Co-curricular Group:

- 1) Trip is directly related to a current ASB organization or co-curricular group and approved by the Student Body Council (for ASB sponsored trips) and the principal.

Code of Conduct

All school and district policies are in effect on trips. For example: students and staff will show courtesy and respect toward others at all times; will not possess or use tobacco products; consume or possess illegal substances (alcohol, drugs, paraphernalia); use vulgar or obscene language or engage in any acts of lewdness; and all rules, including schedules and curfew, will be strictly enforced.

The staff advisor in charge of the field trip shall review acceptable standards of conduct with students in advance of the trip.

Statement of Disciplinary Action

The following are examples of disciplinary action which may be taken in the event that the Code of Conduct, school policies, or district policies are not followed: student will be placed in the care of a chaperone; student will be confined to a specific area; student will be referred to school administration; student will be sent home immediately at his/her own expense with a chaperone

FIELD TRIPS: 2320P

whenever possible; students found in violation of district policy, regarding but not limited to, use/possession of illegal substances (alcohol, drugs, paraphernalia) shall be subject to expulsion, suspension or discipline which could result in loss of credits, denial of a diploma or removal from school activities such as, but not limited to, commencement, additional trips, etc.

Medical Release

The parent/guardian is asked to state that their child is physically able to participate and supply the name and address of the family doctor. Authorization is granted to the staff member to secure proper medical attention and/or hospitalization of the student in the event of a medical emergency. The parent/guardian or guardian shall be contacted prior to such action, or as soon as possible.

Participation

Students have the right to attend authorized school sponsored field trips and are expected to make up any work if missed. Students will not be academically penalized while on authorized field trips.

If field trips are conducted during school time, students who do not participate for religious, health or parent/guardian reasons shall engage in meaningful experiences at school.

Field trips during educational time may not be used as a reward for fundraising.

No fifth or eighth grade celebrations may occur off school district property during school time.

Media Restrictions

When the list of students participating in the trip is finalized, the trip organizer must identify any student(s) who have media restrictions as identified in the student information system. It is the trip organizer's responsibility to ensure that media restrictions are followed during the trip.

Chaperones

The minimum number of chaperones to students is a ratio of 1:10 in grades K-5 and 1:15 in grades 6-12. There is minimum requirement of two chaperones for all overnight and international field trips. Students must be supervised at all times.

Chaperone Selection and Training

If a chaperone is not a staff member, they must complete the volunteer application form including background check and receive approval by the District (see policies 5630, 5630P, and 5630F). For Overnight, Out-of-State and International Field Trips, provide chaperones for identified genders. Provide training to chaperones and advise them of their responsibilities, such as: supervising students, no drug or alcohol use by staff members or chaperones during the duration of the trip, enforcement of code of conduct and separate but proximate room arrangements for chaperones.

Emergencies

A first aid kit is to be on location on all field trips.

Adopted under Policy Governance – 01/24/12; 05/22/12; 11/13/12; 06/12/19

Adopted or Previously Revised – 09/26/06

FIELD TRIPS: 2320P

Have medical emergency information for each student and staff member attending. In case of illness or accident, one adult must remain with the student at all times.

In any emergency, call 911 or the local emergency number. The building principal, Superintendent/designee, and the nearest relative or guardian shall be notified as soon as possible. If an accident is involved, staff members or chaperones should secure names, addresses and phone numbers of witnesses, and on return to school, fill out an accident report.

Follow district policy regarding notification and contact with media in case of a severe injury or fatality.

Water Activities

The scheduling of swimming, boating, or other water-related activities, must be under the direct supervision of an adequate number of certificated lifeguards. The following lifesaving equipment must be taken along or provided at the site: first aid kit, extension pole, and ring buoy with line, blankets and whistle. A minimum adult/student ratio of 1:7 is required; of which one chaperone must be a certificated lifeguard. In lieu of a chaperone being a certified lifeguard, the chaperone may use a person at the site that is certified in lifeguarding. The certification should be documented with the field trip chaperone.

Field Trip Costs

Payment of field trip costs for district transportation or private vendors may be accomplished in different ways depending upon the trip.

Curricular related field trips may be paid for from the school budget, donations (PTA...), or by fees charged to each student. If fees are charged, the school must provide for students in financial need to participate who cannot provide their own fees.

Field trips for ASB or co-curricular groups can be paid by the ASB fund, co-curricular funds or the school budget, with school approval. ASB funds can be designated to the group from the ASB council, they may accept donations, charge fees to each participant, or generate the amount necessary for the field trip through fund raising activities. If fees are charged, the ASB group should provide for students in financial need who cannot provide their own fees to participate.

Funds/fund-raising should be planned and adequate proceeds available before the group embarks on the field trip. Teams in extended season play due to winning tournaments may apply for assistance from the designated Memorial Field budget when their school field trip budget is depleted.

Appreciation

A letter or email of appreciation should be sent to the site host upon completion of the field trip.

FIELD TRIPS: 2320P

Specific Requirements by Field Trip Type

One Day In-State Field Trips

- 1) Approval by Principal/Program Manager and completion of the Field Trip Request Form 215;
- 2) Parent/Guardian Notification two weeks prior to each trip;
- 3) If parent/guardian opted child out of annual approval, then written permission is required for participation in each individual field trip;
- 4) Completion of FWPS Field Trip Survey (www.fwps.org/fieldtripsurvey).

One Day In-State Field Trips are defined as single day, in-state travel away from school premises (site) when such travel is under the supervision of a district employee acting within their scope of employment and is integral to the curriculum/extra-curricular programs of the schools.

A staff member shall contact the site to be visited to establish the date, time and cost of the field trip. In addition, the staff member should review the site for potential hazards.

Wherever possible, use district buses for transportation. Use of chartered transportation must be pre-approved by Risk Management for adequate insurance coverage. Parent/guardian volunteers should only be used as a last resort and only when the trip involves a few students and the trip cannot be accomplished any other way. Parent/guardians volunteering to drive must complete and sign District Form #121-A which outlines the requirements for the driver and their vehicle. Students cannot drive other students on field trips.

Upon request, the Risk Management office will review any questions relating to proposed activities to determine insurance coverage or special requirements.

Notification to parent/guardians should align closely to the Field Trip Notification Template included in the Field Trip Request Form 215. Notification must include requests for current health information, medical authorization and insurance responsibility. The field trip itinerary, items a student should bring, including any special clothes needs and transportation information should also be included. Medication authorization signed by physician and parent/guardians must have prior approval from the school nurse, who must set up procedures and train the person administering medication.

Overnight or Out-of-State Field Trips

- 1) Approval by Principal/Program Manager at least 60 days prior to trip
- 2) Approval of Athletic Director (if required)
- 3) Approval by Risk Management
- 4) Approval by Superintendent/Designee
- 5) Notification to the Board of Directors (only on Out-of-State)
- 6) Parent/guardian Notification and Written Permission

FIELD TRIPS: 2320P

7) Completion of FWPS Field Trip Survey (www.fwps.org/fieldtripsurvey)

Out-of-state field trips involving high school extra-curricular groups that are involved in state sanctioned playoffs, meetings, etc. that are announced with notice too short to be scheduled on the next regular Board meeting, may be approved by the Superintendent or designee with notice to the Board of Directors at the next board meeting.

The District Purchasing Office shall review facility use contracts for prejudicial language that may be to the District's disadvantage.

Staff advisors' and chaperones' responsibilities on overnight field trips are as follows:

- 1) Before departure, be sure that students are well aware of expectations of proper conduct and the consequences for improper behavior. Students who are not willing to abide by these precautions or who do not have parent/guardian permission forms and medical releases will not be able to go on or join the trip.
- 2) Pre-establish a curfew time, generally no later than 12:00 (midnight) for students and adults accompanying the trip and conduct a room check/bed check at that time.
- 3) Always have at least one staff advisor or chaperone with, or accessible to, the students at all times.
- 4) Chaperones/advisors have full authority to detain, question and check students if there are reasonable grounds for taking such action. Students are expected to "obey a reasonable request" by staff advisors or chaperones at any time.

International Field Trips and Travel

- 1) Approval by Principal/Program Manager at least 6 months prior to trip
- 2) Approval by Risk Management and the Deputy Superintendent
- 3) Approval by Superintendent/Designee
- 4) Approval by Board of Education Directors
- 5) Parent/guardian Notification and Written Permission
- 6) Completion of FWPS Field Trip Survey (www.fwps.org/fieldtripsurvey)

Foreign field trips have many exposures that need to be considered when planning these activities. The Board must approve these trips in order to be considered District sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in foreign travel.

Approval of international travel shall be subject to the United States Department of State travel warnings. Travel warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country.

Prior to taking a vehicle into or renting a vehicle in a foreign country, obtain information related to automobile insurance requirements and make arrangements in advance to purchase proper

FIELD TRIPS: 2320P

automobile coverage. Confirmation of a minimum of \$1 million in liability coverage must be obtained prior to use of chartered carriers.

Risk Management and the Deputy Superintendent must approve all travel foreign travel plans prior to submission to the Superintendent for approval. Once approved by the Superintendent, the Field Trip paperwork will be submitted to the Board for final approval.

The District is covered for lawsuits brought in the United States and Canada. Foreign general liability coverage is needed to ensure protection if a third party is harmed or alleged to be harmed and a suit is brought in a foreign country.

Checklist for appropriate field trip

PRIOR TO TRIP:	One Day In-State	Over-night/ Out of State	Inter- national
Request Principal's preliminary approval	Yes	Yes	Yes
Develop Plan for Trip (parent/guardian input, itinerary, and transportation)	Yes	Yes	Yes
Submit Plan for Principal/Designee approval (#215)	Yes	Yes	Yes
Complete Field Trip Permission Forms (#216-C)	For Opt-Out Students	Yes	Yes
Submit for Risk Management and Deputy Superintendent/Designee Approval	Not Req.	Yes	Yes
Submit for Superintendent Approval	Not Req.	Yes	Yes
Submit for Board Approval	Not Req.	Not Required, Superintendent Notifies Board	Yes
Provide Information to Parent/Guardians and Students	Yes	Yes	Yes
Notify the School Nurse and Provide Student Names	Yes	Yes	Yes
Arrange for Chaperones, Transportation, etc.	Yes	Yes	Yes
DAY OF TRIP:			
Confirm Annual and Written Parent/Guardian Permission for Each Student	Yes	Yes	Yes
Provide School Office with a Copy of Field Trip Permission Form	List of Students attending	Yes	Yes
Confirm Chaperones and Review Responsibilities	Yes	Yes	Yes
Take Medication Information & Permission Forms	Yes	Yes	Yes
Review Emergency Procedures Including	Yes	Yes	Yes

Adopted under Policy Governance – 01/24/12; 05/22/12; 11/13/12; 06/12/19

Adopted or Previously Revised – 09/26/06

FIELD TRIPS: 2320P

First Aid and Communication of Emergency Status			
---	--	--	--

Non-District Sponsored Educational Tours

While these tours may have educational benefit for students, they are not at this time sponsored nor endorsed by the school district. Instead, these are tours conducted by individuals or organizations who offer educational tours for students during non-school time.

- a) Such individuals, if an employee of the District, shall further expressly state that they are not acting in his/her capacity as an employee or as an agent of the school district.
- b) Parents of students involved in the tour must sign a Letter of Understanding, Form 2320F8, which constitutes a contract with the District that the parties agree that the tour is not approved, endorsed, or otherwise sanctioned by the District; and that participants, their families, and heirs release the District from any liability associated with such tours.
- c) Individuals shall not be allowed to use school time whether or not they are employees to promote or solicit such activities or tours, or duplicate and distribute materials.
- d) Exceptions to this are as follows:
 - i. With District/school approval, a poster advertising such tours may be displayed but only on school bulletin boards consistent with the building Principal's instructions.
 - ii. Non-promotional announcements may, at the building Principal's discretion, be included in school newsletters or announcements.
 - iii. The school may provide a room for use before or after the student's school day for planning consistent with Board Policy and Procedures No. 4260 (Use of School Facilities).