

# Independent School District #482

## Administrative Procedures for Field Trips

### I. PURPOSE OF PROCEDURES

The Field Trip procedures are to be followed when planning a field trip. Any advisor contemplating a trip should first seek approval for planning from his/her building principal/administrator.

### II. STEPS TO IMPLEMENT

#### **Type A: Curricular field trips that are paid for by district funds.**

- A Field Trip Proposal Form A and B needs to be completed.
- The building administrator is responsible for approval using the following criteria:
  - Curricular relationship
  - Funding availability
  - Safety issues addressed
  - Transportation secured and confirmed
  - Supervision confirmed and list of supervisors provided to administration
  - Student costs detailed
  - Impact on the total school program considered
  - The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.

#### **Type B: Supplementary field trips held during the school day but not overnight:**

- A Field Trip Proposal Form A and B needs to be completed.
- The building administrator is responsible for approval using the following criteria:
  - Curricular relationship
  - Funding availability
  - Safety issues addressed
  - Transportation secured and confirmed
  - Supervision confirmed and list of supervisors provided to administration
  - Student costs detailed
  - Impact on the total school program considered
  - The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.

#### **Type C: Extended field trips held during the school day AND are overnight:**

- Building administrator is responsible for approving first.
- A Field Trip Form C and D must be submitted at least 12 months in advance of the planned activity. (12-18 months for international travel).

- Approval of field trip based on, but not limited to:
  - Curricular relationship
  - Funding availability
  - School Days Utilized
  - Students Enrolled in Related Course
  - Safety/Medical issues addressed
  - Transportation
  - Supervision
  - Parent permission
  - Student costs
  - Impact on the total school program
  - Behavior is not a criterion of participation, unless a student is suspended (in-school or out-of-school) or has IEP/504 plan language that is specific to field trips.
  - The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.
- Building administrator will review, initial and forward the field trip proposal to the Field Trip Oversight Committee for review/consideration.
- Field Trip Oversight Committee will review, initial, and forward the field trip proposal to the superintendent for review.
- Superintendent will review the proposal and forward a recommendation to the school board for action.
- School board will approve, not approve, or request further information.
- No formal applications, publicity, fundraising or discussion with students should take place before completing this step.

**Type D: Extended field trips held on non-school days AND are overnight:**

- Building administrator is responsible for approving first.
- A Field Trip Form C and D must be submitted at least 12 months in advance of the planned activity. (12-18 months for international travel).
- Approval of field trip based on, but not limited to:
  - Curricular relationship
  - Funding availability
  - Students Enrolled in Related Course
  - Safety/Medical issues addressed
  - Transportation
  - Supervision
  - Parent permission
  - Student costs
  - Impact on the total school program
  - Behavior is not a criterion of participation, unless a student is suspended (in-school or out-of-school) or has IEP/504 plan language that is specific to field trips.
  - The following will not be considered as legitimate reasons to prevent a student from participating in curricular-related field trips: grade in class, ability to pay, physical or mental ability, or space availability.

- Building administrator will review, initial and forward the field trip proposal to the Field Trip Oversight Committee for review/consideration.
- Field Trip Oversight Committee will review, initial, and forward the field trip proposal to the superintendent for review.
- Superintendent will review the proposal and forward a recommendation to the school board for action.
- School Board will approve, not approve, or request further information.
- No formal applications, publicity, fundraising or discussion with students should take place before completing this step.

**Type E: Non-District sponsored trips during non-school days:**

- Coordinating staff member(s) understand that while this type of trip is a recognized educational opportunity, and includes multiple learning experiences for participants, cost, accessibility and other family commitments may prohibit students from being able to attend. Procedures are as follows:
  - Field Trip Form E is required.
  - Building administrator will review, initial and forward to the Field Trip Oversight Committee for informational purposes.
  - The Field Trip Oversight Committee will forward the proposal to the superintendent.
  - District employees may not plan, advertise, promote, discuss or fund raise for non-District sponsored trips during their scheduled work day.
  - Meetings associated with non-District sponsored trips may not be held on District property during the school day.
  - A District employee planning a non-District sponsored trip must advise the participating students and parents in writing that the trip is not sponsored by the District.
  - In all written communications regarding a non-District sponsored trip, the District employees coordinating the trip are prohibited from referring in any way to the District, including the use of the District's logo.
  - Cost items such as stamps, copying and supplies will be the responsibility of the trip advisor.

**Field Trip Oversight Committee:**

The Field Trip Oversight Committee will consist of the Fiscal Affairs Director, Curriculum Director, and the Director of Academic Affairs. The purpose of the committee will be to provide oversight to field trip proposals C and D. The committee will not deny or approve proposals, but will provide support and direction, to make sure all district policies are being followed, and to insure that field trips are educationally appropriate, fiscally responsible, and safe for student and staff participation.

**Post Trip Report/Evaluation:** The trip advisor/administrator is required to complete the Post Trip Report/Evaluation and submit it to the Superintendent within 30 days after the trip.

**Supporting Field Trip Forms:**

Administrative Procedures for Field Trips  
Student Field Trip Request Form A and B  
Extended Field Trip Request Form C and D  
Field Trip Form Type E  
Field Trip/Extended Travel Student Medical Treatment Information  
Field Trip/Extended Travel Medication Administration Procedure  
Field Trip/Extended Travel Behavior Requirements and Parent/Student  
Permission/Liability Waiver  
Field Trip/Extended Travel Chaperone Guidelines  
Field Trip/Extended Travel Post Trip Report/Evaluation