

FIELD TRIPS

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than that which is only discussed or read about.

Field trips when properly planned, supervised and integrated into the instructional program are not to be considered “outings” or days off from school, but rather extensions of the curriculum.

All field trips sponsored by the Board are educational in nature and are directly related to the subject matter and the course objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with objectives determined in advance. Appropriate instruction should precede and follow each field trip. All field trips must be approved by the Board or its designee.

In addition to field trips, other Board-sponsored trips include planned and approved events for students in connection with co-curricular and extracurricular activities. These trips occur under the direct supervision and control of a professional employee or advisor designated by the Superintendent.

Non-School-Sponsored Trips

Individuals who are employed by the Board may organize trips on their own time and involve students on a voluntary, self-supporting basis. Such trips are not sponsored by the Board or a school. They are not approved by the Board and are not considered a part of the curriculum, nor are they part of a co-curricular or extracurricular activity. Employees will not be compensated for any time organizing or attending non-school-sponsored trips. Employees must use vacation time or other permissible leave to attend a non-school-sponsored trip. The Board does not authorize the use of its name, mascot, logo, school names or other identifying characteristics in affiliation with any non-school-sponsored trip. In addition, Board resources, including its financial accounts and tax identification number, are not available for non-school-sponsored trips. Responsibility for privately planned trips or tours rests with the individual participants, including parents and any entity sponsoring them. The Board assumes no legal or financial responsibilities for non-school-sponsored trips.

If recruitment of students for a trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Trip organizing, including recruitment efforts, shall not occur during class time or the employee’s workday. Permission to recruit or solicit student participants neither authorizes nor implies Board approval of the trip.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered “public money” and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

[Adoption Date: July 24, 2017]

LEGAL REFS.:
3327.15

ORC

3301-35-01; 3301-35-06

OAC

CROSS REFS.:

EEAD, Special Use of School Buses
IF, Curriculum Development
IGDF, Student Fundraising Activities
JL, Student Gifts and Solicitations
JN, Student Fees, Fines and Charges

NOTE: THIS IS A REQUIRED POLICY

FIELD TRIPS

Eligible Participants

In most cases, an entire class takes part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate for only a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide instructional benefits.

In all cases, when only part of a class goes on a field trip, the administration ensures that satisfactory arrangements are made for the instruction of those staying in school and adequate transportation and supervision are provided for those who are going on the trip.

Distance and Duration

Regular field trips are:

- a. Those which take place within the community (e.g. walking field trips);
- or
- b. to places near enough so that they can be accomplished during one school day (e.g. classroom trip to the zoo).

Permission for regular field trips must be secured from the building administrator.

Extended field trips are:

- a. Those which take place within the state and involve more than one day's time while school is in session (e.g. Camp, 20/20)
- or
- b. Those of one or several days' duration when school is not in session.

A Proposal for Overnight/Extended Student Trips must be submitted to the Superintendent and approved by the Board for *all* extended field trips or other District-sponsored trips that occur when school is not in session or when they involve an overnight stay. If an athletic contest or extracurricular competition is scheduled to occur before the Board can meet to approve the trip, the Superintendent will make the approval determination. An approved proposal must be obtained before making commitments for the trip, promoting the trip to students or fundraising for the trip.

Staff member(s) chaperoning a field trip must have a completed and approved professional leave application submitted into Aesop at least one week prior to the extended trip departure date.

Field trips out of the state while school is in session are not normally approved. The Board considers special requests for such trips when they are necessary to a curricular, extracurricular or co-curricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

Parental Permission, Releases & Medical Forms

Written permission from a parent or guardian must be obtained prior to any student's participation in a school-sponsored field trip.

Release of liability forms must be signed by parents of trip participants, or participant students if over the age of 18, whenever possible and prior to any student's participation in a school-sponsored field trip.

The staff member in charge of a school-sponsored trip is required to have a copy of each student participant's Emergency Medical Authorization Form in his or her possession at all times and ensure the forms are properly secure.

Expenses

Field trips that are part of the instructional program and do not involve overnight stays may be paid for by the District.

Trips that are part of the school's extracurricular activities (such as sports trips, band trips, camps etc.) that involve overnight stays usually involve some expense to the participating student. The administration is careful that such trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives are allowed under the Board's policies governing student gifts and solicitations and student fundraising activities.

Regulations Governing Field Trips

It is the responsibility of the Superintendent to set District-wide regulations for field trips and each building principal to set rules for his/her school that comply with Board policy and District regulations as they apply to the type of trip being planned. The Board's rules and policies, including requirements to accommodate students with special medical needs or disabilities, shall be in effect during all District-sponsored trips.

It is the responsibility of the Superintendent to make all final staffing decisions for extended trips based on final student rosters, to ensure adequate staffing/supervision is provided for those who

are going on the trip, as well as students and staff that will remain in the district.

(Approval date: July 24, 2017)

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Grades 7-8 Columbus, Ohio May 9 & 10, 2024

Proposed Departure Date May 9, 2024 Return Date May 10, 2024

Proposer Michelle Jurick Position Travel Advisor

Date by which response is needed _____ Proposal _____

A. Purpose

1. What is the major place to be visited or event to be attended?

Columbus, Ohio

2. How is the trip related to the educational program of the District?

It is a continuation of exposure to our local and state government.

3. In what ways, will the students benefit?

Students will have the opportunity to visit famous historic sites with guided tours and interactive exhibits.

4. In what ways, will the District benefit?

Students will be able to tie in their personal experiences with lessons taught within the classroom.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Student/teacher response and evaluation. English teachers will provide follow up within the classroom and/or written student response following the trip including students who do not attend.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

Grades 7-8

2. How many students in total?

45 per bus

3. How many students are currently experiencing academic problems?
Not known at this time. Grades will be monitored each nine weeks.
4. Which staff member will be in charge?
Michelle Jurick & Katie Rumbarger
5. What previous experience has the staff member had in conducting overnight or extended field trips?
15 years
- File: IICA-R
6. What other staff members will be going?
We will need 4-5 staff members per bus depending on the number of students who attend the trip. Usually Middle School staff, Principal and the school nurse.
7. How many chaperones, in addition to staff members, will be going?
0
8. What are their names and affiliations with the students?
n/a
9. How many school days will be missed?
2
10. How will teachers be advised in advance that the students will be out of school?
The entire staff will be notified at least one month prior.
11. Who else is assisting with planning the trip?
Katie Rumbarger

C. School Work

1. How will missed work be made up?
Students will gather work from their teachers ahead of time to be completed upon return to school.
2. What special assistance will be provided to students with academic problems?
Students may get extra help from a certified teacher in advisory or modified assignments from the intervention specialists.

D. Itinerary

1. What is the destination?

See attached itinerary.

2. What will be the mode of transportation? What liability insurance does the carrier have?

Charter buses

3. Where will the group be housed, and fed?

Comfort Inn & Suites, Polaris (614) 791-9700. Meals at La Rosa's Pizza, Dave & Busters, Spaghetti Warehouse and Columbus Zoo.

4. What enroute or supplementary activities are planned?

See itinerary

5. What arrangements have been made for dealing with emergency situations?

Students will have completed emergency medical forms with parental contact information and we will have a school nurse with us on the trip.

6. What arrangements have been made for administering necessary medications to students while on this trip?

All medications will be administered by the school nurse.

7. If tour guides are involved, what liability insurance do they carry?

Please see attached.

8. What arrangements have been made to accommodate students with special medical needs or disabilities?

We have not had any students with physical impairments attend a trip in the past. If we have a student with Type 1 diabetes, that student will be constantly monitored by the nurse and supervising staff. If medications are required, the nurse will administer the medications at the appropriate time.

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File: IICA-R

E. Finances

1. What is the estimated total cost and cost per student?

Approximately \$348 per student

2. What is the source of funds?

Payment dates will be set and provided to parents in a parent letter.

3. How will the funds be collected and safeguarded?
Funds are collected through the Harding office and locked up in a cash box, counted, documented and turned into the BOE.

4. How will any shortfall be made up or excess funds used?
Community donations and excess funds remain in travel account.

5. What provision has been made for students who are financially unable to pay any necessary costs?
Community donations and/or possible travel grants paid for by fundraising.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?
Parent letters & Infinite Campus messenger & parent meeting with advisor and travel company.

2. List telephone numbers at destination and where the group will be housed.
Comfort Inn & Suites, Polaris (614) 791-9700

3. What information will be provided to the media and the community?
Parent letters, Infinite Campus messenger, Remind

Michelle Jurick

7/5/22

Signature of the Proposer:

Date

SIGNATURES INDICATING APPROVAL:

Principal

Date

Superintendent

Date

Board of Education President or Designee

Date

Adoption Date: July 24, 2017

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