

POLICY BRIEFING

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as ***any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.*** Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools and arouse new interests among students;
- B. help students relate school experiences to the reality of the world outside of school;
- C. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- D. afford students the opportunity to study real things and real processes in their actual environment.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

- The Board of Education may approve all field trips and other District-sponsored trips which are planned to keep students out of the District **overnight or longer or out of the State**. The Superintendent will notify the Board of all trip approvals at the next regularly scheduled Board meeting.
- The Superintendent shall approve all other such trips.
- Students may be charged fees for District-sponsored trips. **Students shall not be penalized for nonparticipation.**
- Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.
- The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the **District's Administrative Guidelines (2340A)** for Extended Trips.
- The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:
 - A. the safety and well-being of students;
 - B. **parental permission is sought and obtained** before any student leaves the District on a trip;
 - C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
 - D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
 - E. each trip is properly monitored;
 - F. **student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;**
 - G. a copy of each student's **Emergency Medical Authorization Form** is in the possession of the staff member in charge.

- A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.
- In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

References:

- M.C.L. 380.1282, 380.1331
- Revised 5/8/00
- Revised 5/7/01
- Revised 2/28/12

2340A - FIELD TRIP GUIDELINES

Field trips as defined in Board of Education policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following guidelines have been provided to help ensure the effectiveness of all field trips.

General Procedures

- A. All requests shall be submitted to the principal on the Field Trip Request [Form 2340 F1](#) in advance of the scheduled trip with the names of all staff members and chaperones who will accompany the students.
- B. Upon approval of a trip, the principal shall forward a copy of the pretrip proposal to the Superintendent.
- C. Parental Consent Forms must be returned to the administration before the trip. **A blanket authorization may be obtained for trips that will consist of a series of trips during the school year.** If the student will be unsupervised during certain portions of the trip, **Form 2340 F2a** (located under the **Forms** tab of the **Bylaws and Policies** link on the district webpage) must be signed and returned prior to the trip. No student will be allowed to participate if the parental consent form is not received prior to the trip.
- D. If a trip leader has individualized reasonable suspicion that a student(s) has violated a law, s/he is to contact the principal immediately. If the principal is unavailable, the trip leader is to contact the appropriate security or law enforcement personnel.
- E. If it becomes necessary to take a student to a hospital for emergency treatment, contact the nearest hospital or local law enforcement agency. Call the school office, or if after hours, the school's emergency number and request the secretary or emergency person to fax the student's Emergency Medical Authorization (EMA) Form to the hospital right away. Be sure to provide the name and location of the hospital, and if possible its telephone or fax number. The secretary or emergency person is responsible for obtaining the hospital's fax number, if not provided, and for ensuring that the EMA Form reaches the hospital immediately. The secretary or emergency person should then contact the parents, if possible, and inform them of the situation.
- F. Field trips may be denied for any one of the following reasons:
 1. failure to comply satisfactorily with pretrip requirements
 2. excessive cost or limited financial resources
 3. the students involved have generally been involved in other field trips or school activities that have kept them out of class in the weeks preceding or following the scheduled trip
 4. excessive number of students taking trips on that particular day
 5. lack of availability of transportation
 6. inadequate arrangements for student safety and welfare
- G. Problems with the field trip should be brought to the attention of the principal immediately upon return. The principal shall inform the Superintendent of any major problems.
- H. For every field trip there must be a ratio of teachers and chaperones to students as determined by the principal.
- I. Prior to arrival at the destination, students are to be made aware of:
 1. how they are to conduct themselves;
 2. what time the bus will leave for the return trip;
 3. where the bus will be located for the departure;
 4. any specific information that the students should know with reference to the area being

- J. At no time are students to be left **ON THEIR OWN** during the course of the field trip, unless approved by the parents.
- K. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
- L. Any disciplinary problems are to be reported to the principal immediately upon returning to the school for appropriate action.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Because field trips are considered an integral part of a course of study and represent a significant cost to the District, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

Planning for Field Trips

- A. Will this proposed trip provide a valid learning experience and contribute directly to accomplishing an important learning objective **within the course of study**?
- B. What health and safety risks are involved?
- C. Will it be worth the time and expense? i.e.
 - 1. Would another activity be just as effective?
 - 2. Can the trip be made within the time available?
 - 3. Will the experience provide a significantly new learning experience for a majority of the class?
 - 4. Can the purpose be realized without undue inconvenience to students, parents, teachers, and places visited?
 - 5. Will the selection of places to visit produce ill feeling in the community? (e.g., visit to chain store as against visit to corner store)
 - 6. Will the trip have parental and community support?

Preparation for Field Trips

A. Teacher Preparation

- 1. Arrange through administration for consent to make trip prior to parental consent.
- 2. Make arrangements with authorities at the place of destination.
- 3. Plan transportation route, in detail, and arrange financing with the Supervision of Operations, if necessary.

B. Student Preparation

- 1. Make clear to students the learning purposes of the trip and how it will contribute to their accomplishing particular learning objectives.
- 2. Provide a transition from what they have been learning to what they will be learning through the trip.
- 3. Work out with students the focus of their observations and questions for each category of information they are to gather on the trip.
- 4. Help students organize any materials or references they may be using during the trip.
- 5. Set up with students the standards of behavior and safety and emphasize that the Code of Conduct applies to the trip.

Conduct of Field Trips

A. Gathering and Recording the Information

1. Provide the guide with a clear idea of the purpose of the trip (set of questions prepared by teacher and students).
2. Make sure all students are in a position to observe and to hear the guide's explanations.
3. Arrange for questions to be asked periodically and be sure all students hear the responses to the questions.
4. Provide opportunities for all or selected students to properly record the observations and information for later use in the classroom.

B. Classroom Follow Through

1. Guide students in the preparation of what they remember and what they recorded and then organize the information into useful categories.
2. Have the students examine their data to correct any misinformation and to locate any gaps in the information that they will have to deal with through further research and data gathering.
3. Ask students to analyze the data and form relevant conclusions based on their analysis.
4. Provide a transition from these new learnings to what they will be learning next.
5. Make sure students send appropriate thank you letters to the people in charge of the site they visited and to the bus drivers and other adults who helped make the trip possible.

Evaluation of Field Trips

The staff member responsible for the field trip is to complete the Field Trip Evaluation [Form 2340 F7](#) and submit a copy of the completed form to his/her principal within three (3) days after the trip is completed.

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ADDITIONAL FORMS AS NEEDED:

- [Form 8660 F1 – Request for Transportation in Private Vehicle](#)
- [Form 8660 F2 – Parental Consent for Transportation in Private Vehicle](#)