

Instruction

Administrative Procedure – Community Based Instruction (Field/Mobility Trip) Guidelines

| Actor | Action |
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| Teacher(s) or administrator proposing the trip | <p>Submits to the principal/supervisor all trip requests utilizing Form #314 (6:240-E1-SO). The request must specifically describe:</p> <ul style="list-style-type: none"> • The trip, including date, destination, and address • The trip’s educational value, and its direct relationship to SEDOL’s curriculum frameworks • Transportation requirements • Supervision plans that include adult supervisors to be present with every grouping of students and special needs • The students who will be involved |
| Principal/Supervisor | <p>If the requested trip is:</p> <ul style="list-style-type: none"> • Within a 200-mile radius of the school and does not extend overnight, decides whether to approve the trip; or • Beyond a 200-mile radius of the school and/or extends overnight, decides whether to recommend a requested trip for Board approval. <p>Using his or her discretion, decides whether to approve, or recommend for Board approval, individual trips based on:</p> <ul style="list-style-type: none"> • Educational value and its direct relationship to SEDOL Curriculum Frameworks. • Distance to be traveled • Location • Travel arrangements • Fees • Parent concerns • Insurance carrier’s liability feedback • Safety considerations • Heightened security alerts • Whether trip is an annual event <p>The following responses or recommendations may be made:</p> <ul style="list-style-type: none"> • Approves the trip • Approves trips only to local sites • Prohibits long distance trips and/or those to major cities • Asks for additional information from the individuals who requested the trip’s approval • Disapproves the trip • Makes other response according to circumstances |
| Principal/Supervisor or designee | <p>Make final transportation arrangements.</p> <p>Recruit parents/guardians for supervisory roles, as appropriate.</p> <p>Collect signed consent forms and fees from all participating students’ parents/guardians.</p> <p>Make sure all principal/supervisors have a list of the following:</p> <ul style="list-style-type: none"> • Names of all student participants and supervisors • Names and specifics of students with special needs • Name/phone number of emergency contacts for all students and supervisors • Date/time and specific destination of trip |

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| | <ul style="list-style-type: none"> • Departure/arrival times both to and from destination • Name and phone number of transportation company and primary contact in case of emergency • Name/phone number of contact at destination • Once at destination, where to go in case of an emergency <p>Make final supervisor assignments and inform all principals/supervisors of their individual assignments.</p> |
| Parents/guardians | <p>Decide whether to consent to their child’s participation.</p> <p>If the student is participating, pay all applicable fees for entry, food, lodging, special transportation, or other costs; except that the District will pay such costs for students who qualify for free and reduced school lunches in accordance with policy 4:140, <i>Waiver of Student Fees</i>.</p> |
| Teacher(s) or administrator proposing the field trip | <p>After a trip, evaluates the trip and provides the principal/supervisor with an evaluation, if requested.</p> |
| | <p>Safety Precautions</p> |
| | <ol style="list-style-type: none"> 1. No class may participate in a field or mobility trip unless the appropriate documentation has been submitted and approval granted from supervisor. 2. Participating students will be specifically assigned to staff. 3. Staff will be placed strategically within the group so that adult coverage is in the front, middle, and end of the group. 4. Photocopies of IDs or digital photos of students will be attached to emergency contact forms, which are taken any time students are traveling for a trip. 5. A classroom staff member will carry an operating cell phone with the number listed on the trip form. 6. Trips involving water, jumping, and/or skating will not be approved. 7. Additional precautions may be necessary for some students or trips, based upon individual needs and circumstances. |
| | <p>If a student/staff incident occurs</p> |
| | <p>When students demonstrate behaviors that are severe in nature outside the school building in the community during mobility/field trips, staff should utilize the following procedures as appropriate:</p> <ol style="list-style-type: none"> 1. Utilize the student’s behavior intervention plan if applicable. 2. Notify the principal/supervisor of the program <ul style="list-style-type: none"> • principal/supervisor of the program or licensed staff will give approval to call parent/guardian. • If parent/guardian cannot be contacted, principal/supervisor to determine whether to call 911 for assistance from local police/sheriff. • Consider alternate transportation back to the program, if possible. • Follow disciplinary steps (i.e. suspension) once student is safe. 3. A detailed incident report must be submitted by both the teacher and principal/supervisor prior to the end of the day. |

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