

## INTRODUCTION TO FIELD TRIPS 2021

### TYPES OF TRIPS AND THEIR FUNDING

Schools are allowed to take students on school-sponsored trips with prior approval from the appropriate personnel. For approval purposes, school-sponsored trips have been classified in the following manner:

1. Instructional field trips - These trips originate from a unit of study and are to be appropriate for the age and maturity level of the group. These trips are permitted as they supplement the classroom learning environment and lesson objectives, and are approved by School Leadership. These trips are funded by Arts Partners or campus funds (199, 211, CAF). Students cannot be requested to pay for these trips, see Prohibited Fees [FP (LEGAL)].
2. Non-instructional field trips - These trips include extra-curricular activities that are not directly related to classroom instruction and do not interfere with instructional time. These trips are allowed, as long as they occur outside of school hours. They too are approved by School Leadership. These trips are funded by campus funds (199 or CAF) or student activity funds (SAF). Students may be requested to contribute to the cost of these trips.
3. Student Activities/UII competitions - These are academic competitions and UIL-sponsored events that are arranged, approved, and funded by the student activities department.
4. Centrally funded extracurricular activities - Each school year, the Teaching & Learning and/or Visual & Performing Arts departments will notify campuses of district-sponsored extracurricular activities. These trips are arranged, approved, and funded by the associated department.
5. Senior activities - There are specific guidelines for senior activities [see FMD (REGULATION)]. Up to three instructional days will be allowed for approved activities.
6. School/District-sponsored activities - There are times when schools or the district is requested to attend or participate in a specific function. These will be handled on a case-by-case basis.

Field trips and other off-campus activities require careful planning. This entails administrative and parental approval, suitable behavior for the occasion, and sufficient direction to ensure the most effective outcomes. Instructional staff and chaperones are responsible for implementing the approved plan for student safety while on the trip.

### FTP – FIELD TRIP PROPOSAL FORM

Trips, whether they are in-county, out-of-county, out-of-state, out-of-country, and/or overnight or to any area where student safety is in question, must be submitted in proposal format to include the following:

1. A clearly defined purpose for the trip that meets the allowable guidelines set forth in District policies, such as instructional, UIL, and the like.
2. A student/chaperone supervision ratio of no more than 10:1.
3. A full accounting of the cost of the activity to be managed out of the local campus budget or activity fund.
4. Documented, pre-approved travel and transportation.
5. A plan for medical emergencies.
6. An explanation of any activity that may be hazardous and the safety procedures and precautions that will be taken to ensure student safety.
7. A security plan for monitoring rooms during the night to ensure safety for participants, if applicable.

8. The request forwarded to the appropriate school leadership personnel (chief of school leadership or designee) who will inform the Superintendent of Schools [see FMG (LOCAL)].

Teacher sponsor responsibilities are as follows:

1. Inform chaperones, in writing prior to the trip, of their full responsibilities, including any special instructions necessary for a successful trip.
2. Secure parent/guardian permission in writing and retain in the possession of the sponsor. Sponsors and students may be required to complete other forms if the trip is being sponsored by another organization or department.
3. Be aware of students on prescribed medication, keep and monitor the administration of their medication while on the trip. The sponsor must have a signed copy of the student's Physician/Parent Request for Administration of Medicine or Special Procedures by School Personnel, a copy of which may be obtained from the school nurse.
4. Know what to do in the event of an accident or illness while on a trip. The teacher sponsor should:
  - a. Plan, with the school nurse, what to do in case of an accident or illness before leaving on the trip.
  - b. Render first-aid for minor injuries, such as minor scrapes and cuts.
  - c. Call the local police department/emergency medical service for more serious injuries. If the emergency medical service transports the student to the hospital, the sponsor or his or her adult designee must accompany the student and remain with the student until the parent/guardian arrives.
  - d. Notify the parent/guardian.
  - e. Not assume hospital costs. This is the responsibility of the parent/guardian.
  - f. Upon return, make a report of the accident to the principal who will provide a copy to the school nurse and the appropriate school leadership personnel.
5. Frequently count the number of students, such as when the group arrives and departs from each activity. Implement a buddy system for use throughout the entire trip.

TEACHER SPONSOR

The subsequent timelines will be followed when planning for field trips. Therefore, staff should plan accordingly when submitting documents for approval. Required forms are available in English and Spanish at [dallasisd.org](http://dallasisd.org) > Departments > School Leadership > Field Trips.

1. Intrastate field trips - All required information must be submitted to school leadership personnel at least 15 business days prior to the planned departure.
2. Out-of-state field trips – Thirty business days prior to departure.
3. Out-of-country field trips – Forty-five business days prior to departure.

TIMELINES

Field trip coordinators will oversee the process for student trips including: obtain required approvals, maintain the various budgets related to trip expenditures, ensure sponsors and chaperones follow stated guidelines, and retain all required documentation for end of year records management.

COORDINATOR

General guidelines and a suggested sponsor packet have been prepared for additional guidance for the field trip coordinator. Recordkeeping for field trips may be minimized into one binder with the following tabs and content:

1. School Leadership Trips – Guidelines and instructions for traditional field trips
2. Student Activities Trips – Instructions for UIL and Student Activities trips
3. Teaching & Learning Trips – Trips coordinated by the Teaching & Learning Dept.
4. Visual & Performing Arts Trips – Trips coordinated by V&PA Dept.
5. Trip Tracker – Access requests and instructions for entering bus requests
6. Calendars – Used to log trips taken by your students, includes black-out dates
7. Budget Logs – Used to maintain balance of funds allocated for bus transportation
8. Sponsor Packets – Packet to assist sponsors once their trip is approved
9. Supplemental Forms – Additional forms needed under certain circumstances
10. Resource Materials – Policies, memos, reminders, etc.

At the end of the year, field trip coordinators will file the field trip binder, all parent permission forms, and any other documents related to student field trips into records management boxes and label using the Record Title/Series: School Transportation #3500-07-4.