GRAND RAPIDS AREA SCHOOLS
FIELD TRIP PRODECURES

1. **PURPOSE OF PROCEDURES**
    a. Assure the reasonable safety of students on trips
    b. Inform parents or guardians of the field trip
    c. Secure authorization for students to participate
    d. Facilitate well-planned field trips

2. **FIELD TRIP CLASSIFICATIONS**
    a. For the purpose of these procedures, field trips are classified into four types. The classification of the field trip is the responsibility of the field trip leader and the building principal or supervisor.
        i. Class I General Field Trips **Field Trip Procedures - Appendix B**
            1. All walking field trips.
            2. All field trips that require bus transportation.
            3. All field trips that are within or outside of the school district boundaries.
            4. Field trips that are no more than one day in length.
            5. This class of field trip will be covered by the Parent General Approval Form. **Field Trip Procedures - Appendix D**
        ii. Class II Extended Domestic Field Trips **Field Trip Procedures - Appendix B**
            1. Trips that require an overnight stay.
            2. Specific parent permission is required. **Field Trip Procedures - Appendix E**
        iii. Class III International Travel **Field Trip Procedures - Appendix C**
        iv. Class IV Extra Curricular
            1. Trips that fall under the authority of the District Activities Office.
            2. Permission, waivers, etc… must be on file in the Activities Office.

3. **PROCEDURES**
    a. Class I Procedures - Walking or transporting students within or outside of school district boundaries. No more than one day in length.
        i. At the beginning of each year or upon enrollment, the school or teacher will obtain a completed Parent General Approval form (**Appendix D)** for Each student.
        ii. A staff person will complete a Field Trip Request (**Appendix B**) and indicate that the proposed trip is covered by Parent General Approval.
        iii. Submit the completed form to the principal or administrative designee.
        iv. Upon approval of the Field Trip Request, the staff person in charge will submit a Request for Transportation if school district transportation is going to be used.

v. At least one week prior to the field trip, an explanation of the field trip will be sent home to the parent or guardian with the student.
vi. Follow the Field Trip Leader Expectations (**Appendix A**) listed in these procedures.

b. Class II Procedures – Extended Domestic, Overnight
   i. A staff person will complete a Field Trip Request form **(Appendix B**) and submit the completed form to the principal or administrative designee.
   ii. After discussing the proposed field trip with the staff person, the principal will submit the request to the superintendent. The superintendent will review the request for approval.
   iii. Consideration will be given to the number of missed in-school days.
   iv. Annual trips are only available to those serving unique student groups.
   v. Upon approval of the field trip, the staff person in charge will submit a Request for Transportation if school district transportation is going to be used.
   vi. At least two weeks prior to the field trip (sooner if possible) an explanation of the field trip and a Field Trip Parent Permission form (**Appendix E**) will be sent home with the student. The Field Trip Parent Permission form must be completed by the parent or guardian and returned to the staff person in charge at least one week before the scheduled field trip.
   vii. Follow the Field Trip Leader Expectations (**Appendix A**) listed in this policy.

c. Class III Procedures – International Travel
   i. Approval Process
      1. All proposed international trips must be approved by the Grand Rapids Area Schools Board of Education at least one year prior to the date of departure. A staff person will complete a Field Trip Request form (**Appendix C; Section I**) and submit the completed form to the principal or administrative designee.
      2. The School Board may limit the number of approved trips annually.
   ii. Planning and Coordination
      1. Trip organizers must develop a detailed itinerary, including travel arrangements, accommodations, activities, and emergency procedures.
      2. Accommodations must be made for students on an IEP or 504 plan.
      3. All staff and chaperones accompanying students on the trip must undergo a thorough background check six months prior to the departure date.
      4. Only designated staff and chaperones who have undergone a thorough background check, including criminal history and other relevant screenings, can supervise students during the international trip.

5. Adequate supervision must be provided at all times, with appropriate ratios of students to chaperones.
6. Travelers must be informed of any potential risks associated with the destination and activities, and a Field Trip Parent Permission form must be obtained from students' parents or guardians. (**Appendix E**)
7. Qualified and reputable tour companies must be used for international travel.
8. Final Trip Information (**Appendix C; Section II**) must be received by the Superintendent and building principal at least 2 weeks prior to the date of departure.

iii. Safety and Security
1. Prior to departure, a comprehensive risk assessment must be conducted according to the U.S. Department of State Travel Advisories, considering factors such as political stability, health risks, and local laws and customs.
    a. Level 1 Travel is approved
    b. Level 2 Consult with District Administrators
    c. Level 3 & 4 Travel not be allowed
2. Emergency contact information for all participants must be collected and readily accessible to trip leaders and district administration.
3. Adequate travel insurance coverage must be arranged for all participants.

iv. Behavior and Expectations
1. Participants, including chaperones and tag-alongs, are expected to conduct themselves according to the Rules of Conduct Chaperone Agreement. **(Appendix F)**
2. Respect for local customs, laws, and cultural norms is mandatory.
3. Alcohol, drugs, and other prohibited substances are strictly prohibited.

v. Communication and Reporting
1. Regular communication between trip leaders and travelers is essential throughout the trip.
2. Trip leaders must report any and all incidents, accidents, or emergencies to building and district administration immediately.

vi. Academic and Educational Component
1. Trips must incorporate educational activities relevant to the curriculum and provide opportunities for cultural enrichment and learning.
2. Trip leaders are responsible for ensuring that academic objectives are met through pre-trip preparation, on-site activities, and post-trip reflection.

vii. Financial Considerations
1. Transparent and detailed budgeting must be provided to participants and their families, including all costs associated with the trip.

2. Fundraising activities must be organized to assist students in covering trip expenses, ensuring equitable access for all.
3. Financial assistance or scholarship programs may be established to support students who may face economic challenges. The criteria for eligibility and the application process for financial assistance shall be communicated to all students and their families**.**

viii. Post-Trip Evaluation (**Appendix C; Section III**)
1. Upon return, trip organizers must conduct a comprehensive evaluation of the trip, soliciting feedback from participants, chaperones, and parents.
2. Lessons learned and recommendations for future trips should be documented and shared with district administration.
3. A group of participants from the field trip will provide a recap of the trip at a school board meeting or workshop.

ix. Non-Discrimination
1. District 318 prohibits discrimination on the basis of race, color, national origin, sex, age, disability, or any other protected characteristic in all aspects of its programs, activities, and employment practices.

x. Enforcement
1. Failure to comply with this policy may result in disciplinary action, including but not limited to the cancellation of the trip, removal of individuals from the trip, and/or other appropriate measures as determined by district administration.
2.

d. Class IV Procedures – Extra Curricular
i. If travel is scheduled outside of the MSHSL and/or a designated season, it is subject to Class I, II, or III procedures depending on the unique destination or timeframe.
ii. Parent permission, school insurance or waiver, eligibility forms, and any other required paperwork must be on file in the activities office before participants will be allowed to travel.
iii. All related fees must be paid before the participant is allowed to travel.
iv. Coach or advisor and the Activities Director will meet to review details of travel to specific events.
v. Activities Director will be responsible for submitting Request for Transportation.
vi. Prior to leaving for the out-of-town event, the coach or advisor will submit a list of participants to the office. A master list of participants can be presented to cover multiple trips, but ANY CHANGES MUST BE REPORTED PRIOR TO DEPARTURE.
vii. Established guidelines must be followed for all travel.

viii. If a participant is unaccounted for, the coach or advisor will stay at the site and send someone else to contact authorities.
ix. Contact:
    1. Activities Director or
    2. School Principal or
    3. Administrator or
    4. Secretary

4. CHAPERONES AND TAG-ALONGS

a. The Grand Rapids Area Schools Board of Education believes that the Board, administration and field trip leader share in the responsibility, directly and indirectly, for the planning, implementation and evaluation of all overnight trips, field trips and excursions sponsored by the school district. In addition, the Board of Education believes that the conduct and behavior of the student is the ultimate responsibility of the students and their parents.

b. The Board recognizes that chaperones have supervisory responsibilities throughout the duration of said overnight trips, field trips, or excursions. The Board further recognizes that chaperones are responsible to be physically and mentally fit while on duty. Chaperones will be either on duty or on call continuously until the trip has concluded.

c. Chaperones are expected to maintain appropriate discipline and to report serious problems to the field trip leader, appropriate administrator and/or the appropriate law enforcement agency on or before returning to the school. Concurrently, the Board recognizes the right of the chaperones to expect behavior which conforms with school rules, policies, and/or state law.

d. Tag-alongs are defined as someone who accompanies the field trip, but is not responsible for supervising students, such as a family member or friend of a staff person. The district reserves the right to limit the number of tag-alongs.

e. All staff, chaperones, and tag-alongs accompanying students on the trip must comply with District field trip procedures and undergo a thorough background check prior to the departure date. **(Appendix F)**

f. Guidelines for chaperones on duty:
    i. Chaperones will communicate with the field trip leader daily.
    ii. Know “Policies Regarding Student Behavior” and enforce them.
    iii. Do not make a major decision without first discussing it at the daily staff meeting or individually with the field trip leader.

iv. Emergency situations: immediate rational action may be necessary. When time permits, consult the field trip leader.
v. Keep communication channels open between students, chaperones, bus drivers, and the field trip leader.
vi. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
vii. Report any unusual behavior or information to the field trip leader.
viii. It is essential that chaperones supervise assigned students and areas to the best of their ability.
ix. The field trip leader will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
x. Chaperones shall not consume alcohol.
xi. Chaperones shall be dressed appropriately for the occasion.

Appendix A

FIELD TRIP LEADER EXPECTATIONS

1. Make sure ALL paperwork is done in a timely fashion.
2. Complete a Field Trip Request (Appendix B or C) as far in advance as possible. Field Trip Request forms must be approved by the principal for Class I, the Principal and Superintendent for Class II, and the Principal, Superintendent and School Board for Class III. Class IV field trips must be approved by the Activities Director.
3. Field trips should align with the educational and learning objectives of the district and demonstrate clear benefits to student learning and development.
4. Consider special needs for students with an IEP or 504 Plan.
5. Suggested student-adult ratio for Class I field trips is as follows. Any variation from this must be approved by the building administrator.

Elementary	1 adult to 12 students
Middle School	1 adult to 15 students
Senior High	1 adult to 18 students

6. The adult/student ratio for Class II and III field trips will be determined on a trip-by-trip basis.
7. A list of chaperones must be submitted to the building principal with the Field Trip Request form (Appendix B) as soon as the list of chaperones is finalized.
8. Students must be made aware of and must abide by the rules their building may have relative to advance makeup for any classes they may miss.
9. Make sure any meal or registration arrangements have been made.
10. Verify transportation arrangements prior to the field trip.
11. Explain trip rules to students prior to leaving on a field trip.
12. Confirm a list of students on the field trip with the office just prior to leaving.
13. Staff may send a student home for reasons of illness or discipline at the parent's expense. Staff must use good judgment in exercising this option.
14. If a student is unaccounted for, or in the case of an emergency, the person in charge must stay at the site and send someone else to contact authorities:
    a. School Principal or Assistant Principal or
    b. Administrator or
    c. Secretary
15. Report to the office upon return. If return is after regular hours, report to the office the next school day.

Appendix B

GRAND RAPIDS AREA SCHOOLS
FIELD TRIP REQUEST
CLASS I, II, & IV

Please check the classification of field trip.

_____ Class I General; one day
Annual Parent General Approval form on file
_____ Class II Extended Domestic; overnight
_____ Class IV Extra Curricular

Trip Destination:_____

Educational Purpose:_____

Date(s) of trip:_____Departure time: _____Return time: _____

Staff in Charge:_____

Number of students:_____
Number of adult chaperones:_____(refer to Appendix A Field Trip Leader Expectations)
Submit a list of chaperones with this application as soon as the list of chaperones is finalized.

How will students be selected for the trip?_____
_____
_____

How is this trip funded?_____

Cost per student: _____

Transportation method & provider:_____

Additional information that should be known about the field trip. (Use back for additional space if necessary.)_____
_____
_____

Signature of staff person in charge:_____

_____Approved _____
Principal/Supervisor Date

_____Denied _____
Superintendent Date

Appendix C; Section I

GRAND RAPIDS AREA SCHOOLS
FIELD TRIP REQUEST
CLASS III INTERNATIONAL TRAVEL

Trip Destination:_____

Educational Purpose:_____
_____
_____

Date(s) of trip:_____ Number of school days involved: _____

Staff in Charge:_____

Number of students:_____ Number of adult chaperones:_____

How will students be selected for the trip?_____
_____
_____

How is this trip funded?_____

Cost per student: _____

Transportation method & provider:_____

Additional information that should be known about the field trip. (Use back for additional space if necessary.)_____
_____
_____

Attach the following:

- Draft trip itinerary (activities planned, approximate timelines, accommodations, transportation plans)
- Funding plans (trip anticipated expenses, approximate cost to the district, student's individual costs and fundraising plans)
- Plans for parental notification and approval

Signature of staff person in charge:_____
Date

_____
Principal/Supervisor Date

_____ Date of Board Approval

_____ Denied _____
Superintendent Date

Appendix C; Section II

FINAL TRIP INFORMATION

This request form is to be received by the Superintendent and building principal at least TWO (2) weeks prior to the date of departure. (Failure to provide this assurance may result in immediate cancellation of the trip.

_____ 1. Copy of the Class III International Field Trip Request Form, Section I with authorized signatures and School Board approval date.

_____ 2. Roster of students going on the trip with signed parental approval.

_____ 3. All staff, chaperones, and tag-alongs accompanying students on the trip must undergo a thorough background check six months prior to the departure date.

_____ 4. Only designated staff and chaperones who have undergone a thorough background check, including criminal history and other relevant screenings, can supervise students during the international trip.

_____ 5. Background checks and a list of staff, adult chaperones, and tag-alongs going on the trip must be submitted to the building principal and Superintendent at least 90 days prior to the trip.

_____ 6. A detailed trip itinerary: transportation plans at destination, hotel/motel accommodations, addresses, phone numbers, places and time lines of activities/events planned.

_____ 7. An accommodation plan for students with an IEP or 504 plan

_____ 8. Trip expenses, district costs, fundraising, and cost of the trip for individual students.

_____ 9. List of emergency phone numbers where staff/chaperones can be reached in case of an emergency.

_____ 10. Transportation plans to and from destination. (company, flights, times, costs, schedule, chaperones, approved district Transportation Request Form if applicable)

GRAND RAPIDS AREA SCHOOLS

Field Trip Evaluation Form

Please complete within three (3) weeks after returning from the trip with information based on the statement of educational value and reason for the trip. Send a copy to the building principal and Superintendent.

Submitted By: _____ Date: _____

Appendix D

GRAND RAPIDS AREA SCHOOLS
Annual Parent Permission Form
Class I General Field Trips

Student's Name_____

Address_____

Occasionally, students are taken off the school grounds to visit places of interest. Before your child can participate, your written approval is required.

Class I Field Trips are those trips in which the student may walk or be transported using school district transportation within or outside of the school district boundaries, but no more than one day in length.

Examples:

1. Trip to the local library
2. Trip in the woods for science class
3. Trip to the Forest History Center
4. Trip to The Minnesota Discovery Center in Chisholm
5. Trip to The Science Museum of Minnesota in St. Paul

When completed, this form provides parental/guardian authorization for all Class I field trips.

I/We authorize the District to take (student name):_____
on Class I field trips during the current school year. I understand that it is my responsibility to notify the teacher if I do not want my child to attend a particular field trip.

We understand that the necessary arrangements, plans and precautions will be taken for the care and supervision of the students on the trip. We also understand that we will be responsible for all expenses related to sending our child home from trips for disciplinary reasons or illness based on staff recommendations.

Date:_____ Signature of Parent/Guardian:_____

Home phone:_____Work phone: _____Cell phone: _____

GRAND RAPIDS AREA SCHOOLS
Field Trip Parent Permission Form
& Student Behavior Guidelines
Overnight travel within and outside of the United States of America

Student Name: _____

has my permission to participate in a field trip to_____

on (date/dates of field trip) _____

and that (name of staff person) _____ will be the staff person in charge.

Please comment on any special health concerns that we should be aware of:

_____

_____

_____

Appropriate student behavior is essential to provide a safe, meaningful experience for all involved in school sponsored activities and trips. The following guidelines will be strictly enforced by the teacher, field trip leader and designated chaperones:

1. Students shall follow all school district rules and behaviors according to the student handbook.
2. Students shall not possess or use alcohol, tobacco, drugs or drug paraphernalia.
3. Students shall not engage in disturbing behavior on the bus or at any school activity.
4. Students will report promptly and be prepared for all activities and bus schedules.
5. Students shall not visit any areas except those designated by the field trip leader.
6. Room assignments will be established by the field trip leader.
7. Students shall adhere to curfews as established by the field trip leader.
8. Students shall not leave a lodging accommodation, activity area, or any other group activity without the permission of the field trip leader.
9. Students will be responsible for paying the cost of any damaged property.
10. Students will dress to reflect the occasion and in alignment with the student handbook when applicable.
11. Students will abide by culturally appropriate dress and customs while traveling.
12. Initiations and hazing of any kind are strictly forbidden.
13. Students shall not engage in behavior which endangers, embarrasses, harasses, or violates the rights of others.

14. Students' rooms, luggage, and personal belongings are subject to periodic inspection by the field trip leader or designee as deemed necessary to insure the enforcement of these policies.
15. Disciplinary action shall be taken for the violations of any of the above policies. The field trip leader will take appropriate disciplinary action depending upon the frequency or severity of the violation. If the field trip leader determines that a violation of these policies is intolerable or severe, a student will be returned or sent home prior to the completion of the activity or trip.

I/We understand that the necessary arrangements, plans and precautions will be taken for the care and supervision of the students on the trip. We also understand that we will be responsible for all expenses related to sending our child home from the above-named field trip for disciplinary reasons or illness based on staff recommendations.

Student Signature: _____

Date:_____

Parent/Guardian Signature: _____

Date:_____

THIS FORM MUST BE RETURNED TO PERSON IN CHARGE PRIOR TO LEAVING ON THE FIELD TRIP

Appendix F

GRAND RAPIDS AREA SCHOOLS

Rules of Conduct - Chaperone/Tag-Along Agreement

Travel within and outside of the United States of America

All adults who have elected to join a school-sponsored field trip as a designated chaperone or tag-along shall adhere to all Grand Rapids Area Schools policies, and any other rules introduced out of necessity during the course of the trip.

1. All Grand Rapids Area Schools Board of Education policies, administrative guidelines, school rules, and Minnesota State High School League rules governing adult and student behavior apply to student field trips.
2. All chaperones and tag-alongs accompanying students on the trip must undergo a thorough background check six months prior to the departure date.
3. Employees of Grand Rapids Area Schools serving as chaperones should refer to the Employee Handbook to determine whether their absence(s) while on the trip will be considered a school-related absence or if the employee will need to use personal leave.
4. The use of alcoholic beverages, tobacco in any form and e-cigarettes is prohibited.
5. The use of marijuana, THC and any controlled substances is prohibited.
6. Possession or carrying of knives, firearms, or any other weapon is prohibited.
7. Abusive language and/or conduct endangering the health and safety of participants and others are prohibited. (For example, swearing and fighting are not allowed.)
8. Respectful behavior is expected from everyone, both to represent our school and district in a positive light and to maintain positive relationships among adult and student members of the group, parents/guardians, and hosts.
9. Chaperones will remain in constant communication with assigned students.
10. All scheduled activities in the program are obligatory and chaperones are expected to participate.
11. To ensure a reasonable state of alertness for the following day's activities, evening curfew hours will be set and strictly observed.
12. Chaperones and tag-alongs are to carry their passports, any necessary medical information, and emergency phone numbers at all times.
13. Chaperones will have access to their assigned students' passports, any necessary medical information, and emergency phone numbers designated by parents/guardians at all times.

I agree to abide by the rules and regulations stated above and to accept other decisions regarding appropriate behavior made by the adu1t(s) in charge of the extended field trip program. I understand that failure to adhere to these requirements may result in disciplinary action.

Signature of Chaperone or Tag-Along: _____

Date: _____