

FIELD TRIPS AND EXCURSIONS

Local field trips will be made only with the prior approval of the building principal. Advance consent of the student's parent or guardian is required for any excursion or field trip.

Senior trips, except for local field trips, may not be taken during the regular school year.

The board of education defines educational field trips/excursions as any trip that takes a student off of their home campus.

The board recognizes educational field trips and excursions as a part of the curriculum. The following criteria should be considered in deciding whether or not a field trip or excursions would be a profitable educational experience for students:

1. Will this be a better experience for students than other activities that might be conducted within the school building?
2. Should the trip be denied for safety reasons due to trip location and advisability?
3. Would the students profit more from the field trip/excursion than they would from an available motion picture, video, slides, presentation, model, experiments, resource person, etc.?
4. Will the field trip enrich the lives of the students involved?

Any school-sponsored trip exceeding 350 miles from Choctaw-Nicoma Park Public Schools 12880 NE 10th Street, Choctaw, Oklahoma 73020 or outside the state of Oklahoma must have prior board approval. Any trip less than 350 miles must have approval of the superintendent or a designee. Distance, educational value, student safety, and expense will be taken into consideration before approval is given for any field trip or excursion.

The decision as to whether overnight travel will be involved will be made by a designee of the Superintendent. If a trip requires overnight travel, rooming assignments will be made in advance by the designee of the Superintendent. When making rooming assignments, the superintendent's designee will ensure that an appropriate number of adults (approved to be chaperones) will be involved in the field trip/excursion to provide adequate supervision of students.

REFERENCE: Department of Education, Administrator's Handbook

**EDUCATIONAL FIELD TRIPS
(REGULATION)**

In arranging field trips/excursions, the following guidelines, regulations, and procedures will be followed:

Guidelines

1. The trip must satisfy the criteria outlined in board policy relating to educational field trips/excursions.
2. Adequate teacher/sponsor and approved chaperone supervision must be provided. Approved chaperones meaning they have scanned into the office using the School Safe ID system for a basic background check.
3. Being away from school must not create an undue hardship either on the students involved, other classes, or other teachers in the building.
4. Teachers are encouraged to limit field trips/excursions to a radius of not more than 50 miles. Out-of-state field trips/excursions must have board approval. The principal or the principal's designee must approve all other trips.

General Regulations

1. Written permission of parents or guardian is required for the participation of students in all field trips/excursions which extend beyond the boundaries of the school district or which require transportation or cause the student to leave their school site.
2. Students in attendance who have not received parental authorization will remain in school in a class assigned by the principal.
3. Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip/excursion.
4. Students on field trips/excursions shall obey all school rules and the bus Code of Conduct.
5. A student may be denied going on an educational field trip because of academic deficiencies, behavioral, or other disciplinary reasons, as determined by the principal or the principal's designee.
6. Students going on field trips/excursions should be counted present and permitted to make up any regular school work that has been missed. They should not be placed at a disadvantage because of participation in a trip planned by the school.
7. Transportation for field trips/excursions shall be restricted to school vehicles, those of a commercial carrier.
8. Adequate travel time must be allowed for the field trip. Except in prearranged instances, the driver must return in time to make the regularly scheduled bus routes.
9. Pre-K student may not attend off campus field trips/excursions.

**EDUCATIONAL FIELD TRIPS
(REGUATION – Cont'd)**

10. Parents have the right to refuse a chaperone for their child. If this happens, the student will remain with the teacher/sponsor.

Procedures for Requesting Approval

1. Teachers desiring to take students on a field trip must make a request, in writing, at least two weeks prior to the trip.
2. A request must first be filed with the building principal. If the request is approved and the field trip/excursion extends beyond the school boundaries or requires transportation, the teacher is responsible for securing parental consent for each student making the trip.
3. The principal is authorized to approve or disapprove all requests based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. The principal must also ascertain that all possible precautions to provide for the health, safety, and welfare of all the individuals concerned have been met.
4. A teacher's request must be answered in writing within three days after it is received by the principal. If the answer is negative, the reason(s) for non-approval should be given.
5. The principal should apply for bus transportation at least one week prior to the pending trip.
6. The administrator in charge of transportation shall approve or deny requests for transportation and notify the building principal (in writing) of his/her decision within three days. Approval of a request for transportation will be based upon availability of school buses and drives.

Teacher's Responsibility

1. The teacher is responsible for determining which field trips/excursions are beneficial and have educational value for the students.
2. The teacher is responsible for submitting a general plan to the principal for review and approval. The plan is to include pre-trip orientation and follow-up activities.
3. Upon approval of the trip, the teacher is responsible for obtaining signed parental permission. Notification to parents of students should include the following information: Purpose and destination of trip, transportation arrangements, date and time of departure, and estimate time of return.
4. The teacher is responsible for providing all parents with additional information such as: chaperone arrangements, overnight accommodations, and a detailed itinerary when a field trip will extend beyond the school day.
5. The teacher is responsible for notifying the principal by telephone, immediately, in the event of an accident.

**EDUCATIONAL FIELD TRIPS
(REGUATION – Cont'd)**

6. The teacher is responsible for notifying the school of any situation that will cause a change in plans.
7. The teacher should urge children to keep the bus clean and not to deposit debris during the field trip/excursion.
8. The teacher is responsible for having an accurate written list of names and contact information of all persons to be transported, one copy to be filed with the building principal and a copy for law enforcement in the event of an accident.
9. The teacher is responsible for the discipline of the students for the duration of the field trip/excursion.
10. Before returning to the school, the teacher is responsible for taking attendance and assuring that all student are accounted for. Teachers will notify the school principal immediately, if a student is missing..
11. The teacher is responsible for complying with the time schedule shown on the request form.
12. The teacher is responsible for making arrangements for adequate teacher and parental supervision.
13. The teacher is responsible for gathering proper medication and forms for those students taking medication on the field trip/excursion.

Student Insurance

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

INSTRUCTION

EFD-E1

**FIELD TRIPS, EXCURSIONS, AND CONTESTS
(STUDENT-PARENT FORM)**

Teacher- Sponsor: _____

Class, Organization, or Team: _____

Date of Trip: _____ Destination: _____

Purpose of Trip: _____

Time of Departure _____

Estimate Time of Return _____

STUDENT AGREEMENT

While participating in this activity, I will accept responsibility for maintaining good conduct and I will follow directions of coaches or sponsors at all times. While on the school bus, I will follow the CNP Code of Conduct.

Date: _____

(Student's Signature)

PARENT'S PERMISSION

I give permission for _____ to participate in this field trip/excursion and to accompany the group on this or future trips that may be scheduled by coaches or sponsors. I understand that the school will provide supervision for the trip. I also understand that no special insurance is provided by the school board; however, the insurance required of athletics and the school-time accident insurance taken by many students will apply to this activity.

For the benefit of our students, the school district will provide limited insurance coverage for school vehicle related accidents. However, the school district will not be liable for damages in excess of the insurance provided.

Chaperone arrangements, overnight accommodations, detailed itinerary when a field trip/excursion will extend beyond the school day.

Date: _____

(Parent's Signature)

(Contact Phone Number)

____ Our student has our permission to participate in this activity.

____ Our student does not have our permission to participate in this activity.

____ I will chaperone and be responsible for a group of 3-6 children.

____ My child does NOT have permission to be in a group with a chaperone.