

**Field Trips**

**Field Trip Procedures**

A “field trip” occurs when students leave school grounds for an educational purpose. It is a student trip for the purpose of curriculum related study (part of the classroom educational experience), MHSA interscholastic athletics, co-curricular activities, outdoor education, or part of a school-sponsored club.

Types of field trips include:

- Day field trips
- Recurring field trips (same activity over and over on regular basis, such as a choir or sports games)
- Field trips with special hazards:
  - near water or involving swimming or boating
  - in remote locations/hiking
  - involving animals (farms, zoos, riding animals, etc.)
  - involving outdoor education
- Extended field trips - overnight field trips or out of area (over 50 miles)
- Out of country field trips

**Guidelines for day field trips:**

Pursuant to Board Policy 2075, building principals have developed procedures for field trips. Prior to each field trip, the teacher or sponsor will fill out and submit the Field Trip Approval Form. Students will take home, and must return signed, a Field Trip Consent Form which describes the field trip and provides general information about the trip. Extracurricular coaches are not required to fill out a Field Trip Approval Form prior to each out of district event, and students participating in extracurricular activities with recurring trips must provide only one Field Trip Consent Form per season.

In addition, each volunteer chaperone will be provided with the *District’s Guidelines for Volunteer Field Trip Chaperones*. The supervising staff member will provide each volunteer with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures.

**Guidelines for overnight, out-of-state, or out-of-country overnight field trips:**

**Purpose:**

The purpose of overnight, out-of-state or out-of-country field trip needs to be curriculum related, educationally sound, and improve student achievement.

1. Travel requests must be submitted first to the Principal and then the Superintendent for approval prior to any planning. The request must be submitted on: **Student Field Trip Request Form 2075F-1** form and supporting documents (defined on form) must be attached.
2. The proposal/request must have strong support from the building principal, teachers, parents/guardians, and students.
3. The proposal must include a statement of assurance regarding adequate liability insurance to protect the School District, School Board Members, chaperones, teachers and students.
4. The total number of school days missed must be included in the written proposal.
5. Proposals for overnight, out-of-state or out-of-country overnight field trips should include financial information, including the cost to the class, club, department or organization, and the projected cost to the School District and the individual student. Fundraising drives to defray costs must be pre-approved by the Principal.
6. The specific proposal will include the names and numbers of students, names of chaperones, the itineraries, and a breakdown of the estimated cost.
7. Following an extended overnight, out-of-state, or out-of-country overnight trip the instructor and students may be requested to make a presentation at a School Board meeting upon their return from the field trip.

### **Student Responsibilities**

Students are expected to be knowledgeable about the rules governing student conduct. Out-of-state, out-of-country, or overnight trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed.

1. Proposals will include support of all District policy and rules contained in the respective school handbook.
2. Students and their parent/guardian will read and sign the standard code of conduct to be reviewed during the pre-trip meetings.
3. At the discretion of the Advisor/Teacher the student's parent/guardian may be required complete and return to the staff member overseeing the trip, a notarized "Medical Consent Form".

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

### **Chaperones**

Teachers who are proposing field trips must be familiar with *Guidelines and Forms for Volunteer Field Trips Chaperones (2075F-5)* and should review the guidelines with any volunteers prior to the field trip.

The proposal/request must include the names and numbers of chaperones, (strongly encouraged) including both male and female chaperone, if the proposal is for a mixed group of students -- staying overnight. If the chaperones are of the same gender, then the proposal/request must include in the plan the method for supervising students of the opposite gender (i.e. utilizing chaperones from other School Districts that are attending the event).

District employees serving as chaperones and developing the proposal for the overnight trips will perform the following duties:

1. Hold a pre-trip meeting with students.
2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibility and rules to the students.
4. Discuss District policy regarding student conduct while on a school-sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements. Every effort should be made to have chaperones of both genders when there are male and female students on the trip. Two adult chaperones are required for all overnight out-of-state and international trips regardless of the number of students or the gender of the students. When conducting hotel room checks, assistance will be required from someone of the same gender as the student(s) in the hotel room.
6. Make periodic checks to ensure strict compliance with all school rules.
7. When appropriate, organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.
8. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

At the discretion of the Superintendent, or Building Principal, non-employee chaperones may be required to undergo a criminal history check.