

Field Trips, Excursions and Outdoor Education

The Board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Non-international field trips of a distance exceeding 600 miles (one way) are to be approved by the Superintendent at least 30 days in advance. Students earning the right to travel for competitions will receive special consideration. Building principals may approve all other field trips.

The District shall develop procedures for the operation of a safe and productive field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness.

No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

The presence of a person with a currently valid American Red Cross standard first aid card or current certification from an equivalent first aid course is required during school-sponsored activities, including field trips, athletic and other off-campus events.

Cross Reference: 8121 District Owned Vehicles
 Administrative Procedures Manual

Legal Reference: 37.111.825, ARM Health Supervision and Maintenance

Policy History:

Adopted on:

Revised on: 11 July 2016
 12 December 2022

Field Trip Procedures

2320P

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

Pursuant to Board Policy 2320, 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.

1. 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.
2. 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.

3. 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 Extended Field Trips

1. All school rules will be in effect from school through return to school and those rules that apply to the specific overnight field trip will be distributed to students prior to the trip and will be followed throughout the entire trip. Parents will be provided with a written permission slip that must be signed and returned to the appropriate person at the school pursuant to these procedures.

2. The building principal will designate chaperones with the responsibility to supervise students and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school. The building principal will designate a trip supervisor who will be responsible for coordination of the trip.

3. In the interest of maintaining the integrity of the District, it is expected that all members of the organization conduct themselves appropriately at all times.

- Attached as Exhibit D.
- Attached as Exhibit E.
- Attached as Exhibit F.

4. Prior to the trip, all students will be given an itinerary listing all events and times; students are expected to be prompt for all events listed.

5. All luggage is subject to a check by the chaperones and should be tagged with appropriate tags before departure.

6. Any student taking medication of any kind must follow school handbook guidelines. The medication must also be reported to the teacher/advisor before leaving by means of a written approval from a parent/guardian. The medication must be transmitted to the trip supervisor, along with the written approval, at the time the extended trip commences.

7. All participants will travel together and must remain together except upon specific instructions from the trip supervisor.

8. Before leaving busses and hotel rooms, students must check to see that the bus and/or room are left in good order and that no personal belongings have been left behind.

9. Students are to report any accidents or illness immediately to the chaperones.

10. Students are responsible for their own personal property and assume the risk of any losses or damage to their personal property.

11. In case of illness or family emergency which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent or guardian to make the financial and physical arrangements for transportation home and notify the trip supervisor of these arrangements.

12. A student guilty of a serious violation of school policy will be dealt with according to the student handbook.

13. NO ALCOHOLIC BEVERAGES, TOBACCO, OR CONTROLLED SUBSTANCES OF ANY KIND WILL BE TOLERATED. POSSESSION, PURCHASE AND/OR DRINKING OF ALCOHOLIC BEVERAGES OF ANY KIND, PURCHASE OR POSSESSION OF TOBACCO IN ANY FORM, AS WELL AS POSSESSION AND/OR USE OF DRUGS OTHER THAN THOSE PREVIOUSLY REPORTED BEFORE LEAVING THE SCHOOL FOR MEDICAL PURPOSES, WILL REQUIRE DISCIPLINARY ACTION AS DESCRIBED IN THE STUDENT HANDBOOK. THIS PERTAINS TO ALL STUDENTS, REGARDLESS OF AGE, GOING ON THE TRIP.

CHAPERONES ARE NOT PERMITTED TO BE IN POSSESSION OF OR PURCHASE OR CONSUME ALCOHOLIC BEVERAGES OR DRUGS WHILE ON DUTY.

14. In the case of an accident, the parent/guardian will be notified as soon as practicable. Should it be necessary that a student require hospitalization, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home and notify the trip supervisor of these arrangements. Financial responsibility for any transportation (student and chaperone) required, will rest with the parent of the student involved.

15. Prior to leaving the hotel the last day, each room will be inspected by the chaperones. All students sharing a room will be held responsible for missing items or any damage to the room or furnishings.

Cost will be shared equally by those who occupy the room unless the responsible person or persons assume the responsibility.

16. Curfew will be strictly enforced. Each student must be in his or her room at the time designated by the trip supervisor. No one will be permitted to leave his or her room after that time. Specifically, boys are not to be in the girls' rooms or girls in the boys' rooms at any time. Also, OUTSIDERS (those not directly involved with the field trip) ARE NOT PERMITTED IN ANY STUDENT'S ROOM AT ANY TIME.

17. The building principals reserve the right to deny the participation of any student on any overnight field trip. Denial will be based upon a record of inappropriate behavior, and/or poor attendance pattern, and/or any prior threats of risk or harm.

18. All overnight trip sites, when possible, will be inspected prior to final trip arrangements. Hotels should be chosen considering ease of supervision. A chaperone must be on the same floor as and in close proximity to student rooms. No accommodations should have doors directly from student rooms to the exterior. The trip supervisor shall be responsible for make the room assignments.

19. An itinerary will be provided to all parents and the school. All rooming lists will be prepared in advance of the trip and will include written hotel confirmation. Trip supervisors are

responsible for assigning supervision during the night, unless a written security agreement is in place (such as an agreement with a reliable security agency that has personnel present on the floor). If a travel agent arranges the trip, it will be expected that a travel agent representative will be on the trip.

20. If traveling by bus, all students will be assigned to a specific bus. A bus list will be prepared with a copy remaining with the school.

21. All students must have submitted a medical release/history prior to departure.

22. Trip supervisors are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of students is imperiled or where changes or substitutions beyond the control of the trip supervisor have frustrated the purpose of the trip. Parent requests cannot supersede trip itineraries.

It is the District's intent that the safety and well-being of students shall be protected at all times; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities is monitored and continually evaluated; that teachers and trip supervisors are allowed a considerable degree of flexibility and innovation in planning field trips; and that no field trip will be approved unless it contributes to the achievement of specified instructional objectives.

**SCHOOL SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM**

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

Club/Sponsor(s): _____

Educational benefit of the trip:

Activities planned during the trip:

Does field trip involve any of the following: Yes _____ No _____

* Swimming, boats, or in/around water

* Animals

* Remote locations/hiking

* Air travel

* Outdoor education, including skiing

* Motorized activities

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____ No _____

List those special qualifications: _____

Means of travel: School bus (preferred), # needed? _____

Other (list): _____

Food provided how? _____

Housing needed? Yes _____ No _____

If yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____

(If yes, attach a fundraising plan)

Date Submitted: _____ Sponsor's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved:

Principal's Signature:

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent or School Board approval received on: _____

**PARENT/GUARDIAN OFF CAMPUS TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

Off-campus trip information

I hereby give my permission for _____
(Name of student)

to participate in a field trip to _____
(Destination)

on _____ from _____ to _____
(Date) (Time departs) (Time returns)

for the purpose of _____

Class/Club/Team: _____

Staff contact: _____ Phone #: _____

Transportation for this activity will be provided by:

____ District bus/vehicle

____ Other (specify) _____

Accommodations will be as follows:

Food will be provided at/by:

_____ Medical/emergency information

Student home phone #: _____ Date of birth: _____

Student's Address _____

Family Physician: _____ Phone #: _____

Describe any medical or physical condition, medication information, or allergies which could interfere with the student's safety in these activities:

In the event of an emergency (injury, illness, unforeseen incident), I wish the following

person to be notified in case I cannot be contacted:

Name: _____

Relationship: _____

Phone #: _____

Alternate phone #: _____

Informed consent

As the parent/guardian of the above-named student, I have read the field trip information and I understand that there are risks of physical injury associated with participation in these activities.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above-named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment.

In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program and student conduct is to be in accordance with the school's published rules and regulations.

Signature of parent/guardian

Date

Printed name of parent/guardian

Parent/guardian

work phone

Home phone #/Cell phone #

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

Signature of student

Date

Guidelines for Volunteer Field Trip Chaperones

Thank You for Your Support!

The Poplar School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible.

We thank you very much for giving your time and support to these important activities. In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is paramount concern, our Board Policy 5015 requires the District to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the School Volunteer Disclosure Form. The District also requires that volunteer chaperones be at least 21 years old.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs (including medical marijuana) or alcohol
 - may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone,

at all times. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in no extra activities not preapproved by administrators and parents.

5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

6. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal.

7. Chaperones who transport students in their personal vehicle must complete the District Private Transportation for School Activities form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.

8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I have a personal emergency, please contact:

Printed Name

Relationship

Daytime Phone

I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip" Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name _____ Date _____

Printed Name

Name _____