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2340 - **FIELD AND OTHER SCHOOL-SPONSORED TRIPS**

~~District Sponsored Field Trips~~

The School Board recognizes that field trips and other school-sponsored events and activities, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, the following definitions shall apply:

- A. "School-sponsored events or activities" means an event or activity the school of enrollment created for students to study or participate in while in the custody of the School District; or field trips, extra-curricular activities, or other supplemental programs and activities.
- B. "Field trip" means an outing away from the school of enrollment made by students to study or participate in an activity while in the custody of the School District.
- C. "Extra-curricular activity" means any school-authorized or education-related activity occurring during or outside the regular instructional school day.
- D. "Supplemental program" means extra academic assistance, such as tutoring or remedial help, that is provided to students in any subject area, occurring before or after school, on weekends or during the summer, where provided by or through the School District or on School District property.

Parent/Guardian Notification and Permission

To fully inform parents and legal guardians of the details of any school-sponsored event or activity, schools must provide parents and/or legal guardians with a permission form that includes, at a minimum, the following information:

- A. the nature of the school-sponsored trip or activity;
- B. the date(s) and time(s) of the school-sponsored trip or activity;

- C. specific location(s)/type(s) of establishment(s) to be visited and type(s) of sponsors/guests at the school-sponsored trip or activity;
- D. mode(s) of transportation;
- E. method of student supervision provided, such as anticipated number of chaperones; and,
- F. for overnight lodging, whether room assignments are not separated by biological sex at birth.

Students must return the signed permission form to participate in the school-sponsored event or activity.

Planning

Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. develop new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

Other District sponsored trips shall be defined as any planned, student travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other District sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other District sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District sponsored trip for services rendered comply with Board Policy 1214, Policy 3214, and Policy 4214 - *Solicitation or Acceptance of Gifts or Unauthorized Compensation* when planning all field trips and other school-sponsored events and activities.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

The Board shall be notified of any out-of-state field trips.

The Principal shall approve all field trips. The Superintendent shall approve all field trips prior to travel.

Students may be charged for the cost of transportation to and from educational field trips. Students will not be charged for the cost of transportation to and from educational field trips on school days. Students may be assessed the cost for transportation to and from educational field trips on non-school days.

Students may be charged fees, including, but not limited to, admission fees, for District school-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-school-sponsored trips remain under the supervision of this Board and are subject to the District's administrative procedures.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's administrative procedures for extended trips.

The Superintendent shall prepare administrative procedures for the operation of both field and other District-school-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly monitored;
- D. student behavior while on all field trips complies with the Code of Student Conduct and Discipline and on all other trips complies with an approved code of conduct for the trip;
- E. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- F. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- G. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
- H. provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.

An instructional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled, without administrative approval

In any instance in which the itinerary of a trip is altered, the instructional staff member in charge shall notify the administrative superior immediately.

Non-District Sponsored Field Trips

The following provisions shall apply to trips in which students and teachers voluntarily and individually participate and which are not sponsored, endorsed or supported by the Board or within the scope of the regular instructional program. Trips shall be organized between the individual participants and any sponsoring agency. The Board shall not be involved in the curriculum, itinerary or selection of advisors for the trip. Promotional activities shall not include the name of the individual school or Board. Class time may not be used for planning or advertising such trips. Participation in such travel by employees and students shall be subject to the District's leave and attendance policies.

No school group may make a public appearance without the principal's approval. Requests for any school group or organization to make a public appearance shall be directed to the principal for approval. School groups may participate in or perform for a political function by parading or playing instruments provided it is a community rally. School groups may be used for school activities, civic programs and community benefit programs.

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