

No. 6150
SECTION: INSTRUCTION
TITLE: FIELD TRIPS

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OXFORD AREA SCHOOL DISTRICT

Oxford Area School District recognizes the value of experiences outside the classroom which promote interest and broaden the scope of understanding. To that end field trip experiences are seen as an important part of the instructional program and a supplement to regular classroom instruction.

A field trip is an off-campus educational activity which furthers or enhances the instructional program for students. For purposes of this policy any off campus activity which is considered educational and intended to further or enhance the instructional program for students shall be considered a field trip so long as all of the conditions set forth in this policy are met. Trips planned must be available to all students and related to the students' current instructional program.

Field trips should be well-planned, meaningful experiences which support instructional goals and objectives and contribute to a student's knowledge and appreciation or understanding of a particular aspect of a subject being studied.

The following general guidelines shall be in effect when planning field trip experiences for students:

- A. All field trips are to be well planned and organized to ensure that instructional objectives are met and that students benefit educationally from the experience.
- B. Adequate supervision must be provided to insure that the field trip is conducted in a safe and secure manner for students. Parent volunteers may supplement the professional staff in providing supervision on an as needed basis.
- C. No student will be denied participation in a field trip due to the inability to pay for fees, transportation or other related items.
- D. Participation in a field trip experience will not be treated differently than participation in any other appropriate educational experience. Denial of participation for reasons of behavior can only occur if it can be shown that a student's participation will have an adverse effect on or will be a detriment to the participation of the other students.
- E. All school rules are in effect while on a field trip and infractions which occur while on the field trip will be treated as though the student was still in school.
- F. Transportation costs and other fees related to field trips are not provided by the school district. Transportation to and from the school district when a field trip is scheduled for an early departure or late return shall be the responsibility of the parent.
- G. The Superintendent of Schools shall develop procedures for field trip approval and planning.

ADMINISTRATIVE GUIDELINES

FIELD TRIPS

The following procedures are to be followed when planning, requesting and conducting an educational field trip. For the purpose of these procedures, an educational field trip is an off-campus educational experience which supplements and furthers classroom instructional activities.

- A. All requests for field trips must be reviewed with the building principal before a request is submitted to the Superintendent for final approval.
- B. The principal must review and approve the objectives for the trip, pre-trip activities and follow-up activities to insure that the field trip provides activities which are consistent with current classroom topics and furthers classroom goals and objectives.
- C. A field trip and transportation request form must be completed and submitted at least three weeks in advance of the scheduled field trip.
- D. When approval is granted for a field trip the building principal will ensure that the following are completed.
 1. Parent notification and parent permission forms are completed for all students participating in the field trip.
 2. Adequate supervision is arranged. A ratio of no less than one chaperon for every twenty (20) students is an acceptable standard. Chaperons may be members of the faculty, responsible parents, or both.
 3. Arrangements are made to ensure that all fees and expenditures have been provided for and properly paid.
 4. Rules for behavior are reviewed and procedures are established for the safe conduct of the field trip. Emphasis must be given to the importance of appropriate student control and supervision to insure that the field trip is completed safely for all participating students.
- E. All educational field trips are to be planned and conducted in accordance with school district policy.

OXFORD AREA SCHOOL DISTRICT
REQUEST FOR FIELD TRIP & TRANSPORTATION

Requestor: _____ School: _____

Date of Request: _____ Date of Trip: _____

Number of Students: _____ Number of Adults: _____

List Teachers Attending: _____

Group/Class: _____ Curriculum/Subject: _____

Purpose/Objective of Trip: _____

Pre-Trip Activities: _____

Follow Up Activities: _____

Transportation Required: (Indicate how many):

School Van _____ School Bus _____ Charter Bus _____

Pick Up Location: _____ Pick Up Time: _____

Destination Name & Address: _____

Depart Time from Destination: _____ Scheduled Time Back to School: _____

Parking Fee: (if applicable) \$ _____ Tolls: (if applicable) \$ _____

Notes/Comments: _____

Approval:

Building Principal _____ Date: _____

Payment Source: _____

Superintendent _____ Date _____

Transportation Dept. _____ Date: _____

Transportation Cost: \$ _____

OXFORD AREA SCHOOL DISTRICT
REQUEST FOR FIELD TRIP & TRANSPORTATION

This Form is to be used when requesting permission for a Field Trip and/or Transportation. A Field Trip is an off-campus educational experience which supplements classroom instructional activities to enhance the instructional program for students.

Please complete the request and **submit at least three weeks prior to the planned trip**. After approval, the request will be returned to the Building Secretary to acknowledge approval and indicate that transportation has been arranged. All arrangements for transportation are to be completed by the Transportation Department. **Under no circumstances should any individual enter into a contract for transportation.**

Notes:

- Submit request to: Lisa Megonigal-Administration Building.
- Request must be submitted on **yellow** paper.
- A roster of students ***including*** emergency contact numbers must be submitted prior to the trip.
- Van drivers must consent to a background check of their driver record as well as submit a copy of their valid driver's license and valid insurance card.
- Van capacity is limited to seven (7) passengers and one (1) driver.