

SECTION: INSTRUCTION

TITLE: Field Trips

ADOPTED: 8/24/73

RE-ADOPTED: 4/28/08;6/19/12

REVISED: 7/22/97; 5/25/04

7/17/06

Oxford Area

School District

6150. FIELD TRIPS

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.

OXFORD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE

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 request form must be completed and submitted at least three weeks in advance of the scheduled field trip.
- D. If transportation is needed, a transportation request form must be attached to the field trip request.
- E. 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.
- F. All educational field trips are to be planned and conducted in accordance with school district policy.

OXFORD AREA SCHOOL DISTRICT

FIELD TRIP PARENT PERMISSION

Dear Parent:

On _____ your son/daughter will be participating in an educational field trip as a part of the instructional program in _____ class. The field trip will be to _____ and will be leaving the school at _____ and returning at _____.

If you would like your son/daughter to take advantage of this experience, please sign this permission form below and return it to _____ by _____.

Thank you.

_____ Sponsor signature Date _____

I hereby grant permission for my son/daughter to attend the field trip described above. By my signature I am indicating that I understand that all school rules and policies are in effect during this field trip and that my son/daughter is expected to comply with these rules while on this field trip.

Student name _____

_____ Parent signature Date _____

OXFORD AREA SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

The Field Trip Request Form is to be used when requesting permission to conduct a field trip. A field trip is an off-campus educational experience which supplements classroom instructional activities to enhance the instructional program for students.

This form is to be completed and submitted at least three weeks in advance of the planned field trip activity. A request for transportation and roster of students must be completed and attached if transportation is needed for the field trip. The Field Trip Request Form will be returned to the person requesting permission for the field trip to acknowledge approval of the field trip and to indicate that transportation has been arranged.

All arrangements for transportation are to be completed by the Director of Transportation only. Under no circumstances should any individual enter into a contract for transportation directly.

Requested by: _____ Date of request: _____

Date of trip: _____ Time leave: _____ Time return: _____

Destination: _____

Address: _____

Group/class: _____

No. of students: _____ Number of adults attending: _____

Teachers: _____ Parents: _____

Curriculum/subject area: _____

Objectives for taking the trip/purpose: _____

What pre-trip activities are planned: _____

What follow-up activities are planned: _____

Transportation request attached: Yes _____ No _____

Comments: _____

Principal: _____ Date: _____

Superintendent: _____ Date: _____

<u>Student Name</u>	<u>Address</u>	<u>Parent</u>	<u>Phone Number</u>

OXFORD AREA SCHOOL DISTRICT
TRANSPORTATION REQUEST FORM

Date(s) of Trip: _____

Destination: _____

of Students _____ # of Adults _____
(Note: Attach a roster of passengers to this form)

of School Buses _____ School Van _____ # of Charter Buses _____ # of Private Vehicles _____
NOTE: Van capacity limited to 7 passengers. 1 driver

Pickup location: _____ Time: _____ a.m./p.m.

Return location: _____ Time: _____ a.m./p.m.

Notes: _____

Name of person making request: _____ Date: _____

Has a Field Trip Request Form been submitted? Yes ___ No ___

**THIS REQUEST IS TO BE RECEIVED BY THE TRANSPORTATION
SUPERVISOR AT LEAST THREE (3) WEEKS IN ADVANCE OF TRIP.**

Approval:

Building Principal: _____ Date: _____

Transportation Supervisor: _____ Date: _____

Cost of Transportation \$ Date Paid: _____

GUIDELINES

This request must be received by the Transportation Supervisor at least three (3) weeks in advance of date of trip.

All arrangements with the bus contractor will be made by the Transportation Supervisor. Do not call the bus contractor.

Attach a roster of passengers to this form.

USE OF VAN

1. Proof of valid driver's license and automobile insurance must be on file with the Transportation Supervisor. Keys will not be provided unless this information is on file.
2. Keys and forms will be delivered via interoffice mail the day before the trip.
3. Keys and completed form are to be returned to the Transportation Office in the Administration Building after every use.
4. Capacity is limited to seven (7) students and a driver.

USE OF PRIVATE VEHICLE IN CASE OF AN EMERGENCY

1. Proof of valid driver's license, vehicle registration and current insurance must be on file with the Transportation Supervisor.
2. The driver will assume all liability.