

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### FIELD TRIPS

4.43+

#### PROCEDURE:

##### **(1) Instructional Field Trips:**

All students should be included. No student shall be excluded because of inability to pay. No student shall be excluded without permission from the principal and advance notification to parents. No student shall be excluded because of program placement, disability or handicapping condition. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate on the field trip.

##### **(2) Approval of Field Trips:**

Sponsors for instructional field trips or student travel to approved school activities, shall first discuss the proposed trip and/or activity with the principal and obtain approval to proceed with plans for the trip.

- (a)** In-County Field Trips: Field trip authorization form must be submitted with appropriate attachments for principal approval.
- (b)** Out-of-County Field Trips: Field trip authorization form must be submitted with appropriate attachments for principal and director approval at least four weeks in advance of the trip.
  - (i.)** Field trip approval must be received by the principal before contracts are signed, fundraising is initiated or plans are finalized.
- (c)** Out-of-State Field Trips: Field trip authorization form must be submitted with appropriate attachments for principal, assistant superintendent/designee approval and school board at least eight weeks in advance of the trip:
  - (i.)** School Board approval of the trip must be obtained before contracts are signed, fundraising is initiated and plans are finalized.
- (d)** Out-of-Country Field Trips: Trips to foreign countries require approval by the principal, superintendent or designee, and school board. The Field Trip Authorization Form shall include copies of release forms, insurance coverage, and other pertinent data supplied by the company assisting with the field trip arrangements. The proposal, along with the principal's recommendation, shall be submitted to the superintendent or designee at least twelve weeks in advance of the trip. School board approval of the trip must be obtained before contracts are signed, fundraising is initialized and plans are finalized.

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- (i.) Prior to planning a trip, the principal shall contact the appropriate office of the Department of State to ascertain that there are not travel restrictions or unusual hazards or concerns in the area(s) to be visited. Thirty days prior to the trip, the principal shall verify with the Department of State the absence of any constraints on travel to the proposed foreign countries.
- (ii.) All school sponsored foreign travel activities must include trip cancellation/trip interruption insurance coverage which will become effective should circumstances warrant.
- (iii.) Trips are to be contracted through a recognized tour group. The tour group shall provide proof of liability coverage.
- (iv.) The student involved will be limited to students enrolled in Sarasota County Public Schools.

### **(3) Parent Permission and Student Responsibility:**

A Field Trip Permission Form must be signed by the student's parent or guardian in order for a student to participate in an instructional field trip or travel as a member of a school class or group to approved off-campus activities. Teachers should be aware of any student with special medical problems who will be participating in the field trip.

Form:

- (a) Field Trip Permission Form (special medical problems on form).
- (b) Medical Release Form for our-of-county or overnight travel.

### **(4) Transportation:**

The mode of transportation for instructional field trips and other student travel to school-related activities will be by school buses, commercial carrier or certain approved private vehicles. The guidelines set forth by the Sarasota County School Transportation Department must be followed. (SB Policy 8.36)

- (a) Students are not permitted to travel to or from the field trip destination by means other than with the group unless prior written requests are made by parents and approved by the teacher responsible for the trip and the principal.

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- (b) Proof of insurance for commercial carriers and private vehicles must be provided prior to approval of the trip.

### **(5) Chaperones:**

- (a) All educational field trips and other school sponsored student travel must be adequately supervised and chaperoned by a faculty member. A certified faculty member will be designated as sponsor and other staff members or parents will be designated as chaperones as approval by the principal. Teachers are responsible for informing accompanying adults of their duties and responsibilities:
  - (i.) In determining the appropriate number of chaperones, principals should consider environmental and safety factors, the number of students, the length of the trip, the age of the students, and special needs of the students.
  - (ii.) The number of additional chaperones for walking field trips will depend on the planned route described on the Field Trip Authorization Form.
  - (iii.) When trips extend beyond regular school hours, the supervising teacher is responsible for students until they are released to parents.
  - (iv.) Overnight field trips shall have both male and female chaperones if male and female students are participating.
  - (v.) The number of chaperones for foreign field trips will depend on the size of the group. A ratio of ten students per adult chaperone is recommended.

### **(6) Itinerary:**

An itinerary must be filed in the principal's office by the teacher sponsoring the trip.

- (a) The teacher will provide parents with information concerning the purpose and destination of the trip, transportation and meal arrangements, date and time of departure, estimated time of return, and a detailed itinerary when trip will extend beyond the school day.

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- (b) If students are to be delayed in their return to school, the teacher must notify the building administrator.

### **(7) Cost of the Trip:**

Instructional field trips should include all students. Students shall not be excluded from instructional field trips because of inability to pay.

### **(8) Student Safety:**

Student safety will be a primary consideration on all field trips. The buddy system or partners is recommended.

- (a) Specific plans for emergency procedures must be attached to the Field Trip Authorization Form.
- (b) Should an emergency situation occur, the teacher is responsible for notifying the principal as soon as possible. The parent is also to be called if the situation warrants such action.
- (c) Principal shall have a list of students assigned to specific buses in case of an emergency.

### **(9) Non-School Sponsored Trips:**

The school board will neither sanction or prohibit non-school sponsored trips or tours including those involving faculty members.

- (a) It is the responsibility of faculty so involved to clearly represent to the public that the trip is a non-school sponsored trip.
- (b) School time shall not be used to promote or solicit for such activities.
- (c) School facilities may be used for meetings on such activities provided that a school facilities rental form is completed, approved by the principal, and payment is received by the school for rental of such facilities as stated in the school board approval rental fee schedule.