

Administrative Directive Title: Field Trip Procedures	AD Number: 4.302.1	Adopted: October 1984 Former Descriptors: IS2
Policy References: Board Policy 4.302 – Field Trips/Excursions/Competitions	Revised: 8/92; 1/00; 9/04; 6/08; 2/14; 7/14; 8/15; 9/18; 5/19; 7/19, 8/22; 11/24	

1 **GENERAL**

2 A field trip is an educational excursion organized by a school or the school district, where students
 3 are taken out of the classroom setting and off school campus to visit a location relevant to their
 4 curriculum. The purpose of a field trip is to provide students with practical, real-world experiences
 5 that complement their classroom learning. These trips should be related to classroom curriculum.

6 School-sponsored field trips are trips that occur instructional day that directly relate to the
 7 curriculum or trips by school clubs that have qualified for regional or national competitions or
 8 performances. All school-sponsored field trips must be organized and chaperoned by a district
 9 employee.

10 Non-school sponsored field trips are those sponsored by organizations unaffiliated with MCS
 11 which recruit MCS students and/or teacher to participate. Participation in these field trips is
 12 optional and voluntary and MCS does not endorse these field trips.

13 Pursuant to Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education
 14 Act (IDEA), students with disabilities will not be excluded from field trips because of
 15 transportation arrangements, accommodations, services, and/or supports.

16 **FIELD TRIP APPROVAL**

17 A *Field Trip Approval Form* must be completed and submitted to the school bookkeeper and
 18 school principal for initial approval. The principal will then submit the completed form to the
 19 Finance Department at least fourteen (14) calendar days prior to the intended field trip date. Field
 20 trips will be approved by the Assistant Superintendent of Instruction and Curriculum. Out-of-state
 21 or overnight field trips require additional approval by the Director of Schools and the Board of
 22 Education and must be submitted at least thirty (30) days prior to field trip date.

23 Field trips cannot be scheduled on district-wide testing dates.

24 If the school district is closed or delayed due to inclement weather or other emergency, the field
 25 trip will be cancelled.

26 **FEES**

27 Schools may request that parent/guardians voluntarily contribute to payment of fees associated
 28 with field trips. Individual students cannot be excluded regardless of the ability or willingness of
 29 their parents/guardians to donate funds in support of the field trip. Written notice regarding refunds
 30 shall be provided to parents prior to the collection of fees for each field trip.

31 **TRANSPORTATION**

32 Field trip transportation cannot interfere with the regular student transportation program. All
33 school-sponsored field trips using MCS buses and drivers may depart no earlier than 8:45 a.m. and
34 must return no later than 1:30 p.m., unless specific approval is granted by the Director of
35 Schools/designee. Field trips taken during the school day are billed to the school at the specified
36 rate. Field trips must be cancelled at least one hour before the scheduled time to leave, otherwise
37 there will be a cancellation fee to cover the cost of the driver.

38 The school principal or designee is responsible for making transportation arrangements by calling
39 the Transportation Department. The following information is required for booking a field trip:

- 40 • Field Trip Date
- 41 • Departure and return time
- 42 • Destination(s)
- 43 • Number of passengers (students and teachers)
- 44 • Special Education bus/wheelchair requirements
- 45 • Any additional needs (undercarriage storage for coolers, etc.)

46 Non-staff member chaperones should not ride the bus but should have other arrangements for
47 transportation to the site.

48 While schools may use an approved charter carrier, schools must first attempt to schedule MCS
49 buses prior to contracting with the charter carrier. Only pre-approved charter carriers may be used
50 to transport students. A charter carrier will need to be used for all overnight trips. The
51 Transportation or Finance Department will assist in providing a list of approved charter carriers.

52 **PARENT/GUARDIAN CONSENT**

53 Prior to a scheduled field trip, it will be the responsibility of the supervising teacher to have signed
54 parent/guardian permission forms on file in the school office for all participating students along
55 with the name of the certificated teacher supervising the trip. The departure time and return time
56 must be clearly stated on the permission form and conveyed to students, parents, and school
57 administration. An emergency contact for the student must also be included on the form and should
58 coincide with the emergency contact in Skyward.

59 **STUDENTS REQUIRING NURSING ASSISTANCE**

60 Before submitting a field trip request to the Finance Department, the school nurse should be
61 consulted to identify students in the grade band receiving school nurse services or support to
62 determine their needs regarding the planned field trip. The field trip sponsor must inform the
63 district's registered nurse no less than fourteen (14) calendar days prior to the field trip that a nurse
64 will be needed to accompany the student on the field trip.

65 Field trip expenses incurred by the nurse should be included in determining the overall cost for the
66 field trip and must be paid by the school. The costs related to nursing support cannot be passed on
67 to the student.

68 In lieu of nursing services, parent/guardian may choose to accompany their child on the trip, but
69 the parent/guardian cannot be required to attend the field trip.

70 **SUPERVISION OF STUDENTS**

71 A certified district employee must accompany students on any approved field trip. Adult-to-student
72 supervision ratios may vary but must be adequate for the field trip activity and the number and age
73 of the students. For students in grades K-5, the adult-to-student ratio must be no less than 1:10.

74 Teachers who accompany students on field trips may request a substitute if (a) they will be away
75 from school for a major portion of the day and/or (b) the majority of their students will remain at
76 school. Whenever feasible, the principal will try to group the remaining students with other
77 teachers of the same grade level or subject.

78 All field trip chaperones must be 18 years of age or older. Volunteer chaperones, including
79 parent/guardians, are required to submit to a background check prior to the field trip. Volunteer
80 chaperones will be financially responsible for the cost of the background check. Chaperones must
81 receive a favorable result prior to field trip departure. Only volunteer chaperones approved for the
82 field trip will be permitted to participate in the scheduled activity. A volunteer chaperone may not
83 bring their own child on a field trip unless the child is a student of the class going on the field trip.

84 The field trip sponsor is responsible for providing chaperones with specific information regarding
85 their responsibilities. Chaperones shall be responsible for the continuous monitoring of student
86 activities. Chaperones shall not consume alcoholic beverages, smoke, or use illegal substances
87 while accompanying and supervising students on field trips.

88 When trips are scheduled to return after regular school hours, a district employee must supervise
89 students after returning to the school campus and must remain until all students are picked up by
90 their parent/guardian.

91 **FOOD AND DRINK PROVISIONS/LUNCH PROGRAM**

92 All students eligible for a free or reduced-price lunch must be provided with a lunch when on a
93 field trip that occurs during regular lunch period.

94 **PRESCHOOL FIELD TRIPS**

95 Preschool field trips must utilize MCS buses and drivers. Federally-approved childcare restraint
96 systems must be provided and utilized during the transport of any child three (3) years of age or
97 under on a school bus.

98 In addition, during preschool field trips, the adult:student ratios shall be doubled and attendance
99 shall be checked upon departure and arrival at each destination and at the beginning and end of
100 each activity. For parents/guardians to be included in the adult:student ratio for off-site activities,
101 the school district must complete a TBI/FBI background check, child abuse check, and vulnerable
102 person's registry check. The parent/guardian is responsible for the costs associated with any
103 background check performed.