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## **Field Trips and Excursions**

### **Request and Approval**

No involvement of students or parents in planning or fundraising for any trip, shall take place until after tentative approval is received from the appropriate administrative level.

There are three levels of approval for field trips depending on the distance and duration of the trips. The three levels are:

1. Building principal;
2. Superintendent;
3. Board of Directors.

Other than overnight trips, OSAA scheduled or sponsored trips do not need principal or superintendent approval.

All field trip requests requiring board approval must be submitted to the superintendent at least 30 calendar days prior to the date of the trip unless the field trip opportunity could not reasonably have been foreseen 30 days in advance.

The district does not support Travel Study Programs and does not exercise oversight.

### **Planning**

Field trips require extensive advanced planning to ensure the safety of students off of district grounds and smooth operation of the trip.

1. Completion of Forms

The staff member proposing the extended trip has the responsibility for completing the extended field trip planning packet.

2. Risk Management

Risks to be considered and planned for on field trips include, but are not limited to, the following:

- a. Accident or injury;
- b. Special medical and physical needs of students;

- c. Travel in personal motor vehicles;
- d. Natural disasters;
- e. Terrorism;
- f. Epidemics;
- g. Unsafe food;
- h. Risks of specific sites visited or activities undertaken (e.g., visits to industrial plants, wilderness hiking or camping, rope courses, skiing, rides on watercraft or horseback).

Principals and staff should carefully consider the risks and consult with the director of business and operations to mitigate the risk of accidents, injuries, or other types of harm.

### 3. Commercial Travel Organization

The district may use an outside organization to give the district information and/or provide services for a trip approved under the terms of Board policy IIC/IICA - Field Trips and Excursions. The organization must have a record of responsible performance including:

- a. A history of financial stability and experience in providing travel assistance for field trips for students.
- b. Positive references from other teachers, parents and/or administrators who have used the program or travel organization.
- c. Accessibility to district personnel.

### **Funding**

Funding for field trips which are related to the curriculum, activities trips, and non-OSAA sponsored state contests, is limited, but may be supplemented by PTA/Booster funds, parent contributions, student co-payments, student body funds or grants. Field trips must be approved prior to beginning any fundraising.

Funding is provided for OSAA scheduled or sponsored trips.

The total number of field trips made at school expense shall not exceed the number for which funds have been budgeted. It shall be the responsibility of the principal to evaluate requests and use his/her allocations to best advantage. No student may be denied participation in a field trip required by the curriculum based on an inability to pay.

District school buses or public common carriers shall be the mode of transportation for field trips, athletic contests or officially sanctioned school activities. Exceptions shall be authorized by the superintendent.

Students shall pay admission costs to events (based on district fee policy).

### **Parent Notices and Permission**

Parent (or guardian) notices consist of written information to parents describing an in-district field trip.

Parent (or guardian) permission consists of a completed Parent Permission Form (form 425-012) which is signed by a parent or guardian and returned to the school to grant permission for a student to participate in an out of district field trip.

A separate parent permission form or notice shall be required for each trip. OSAA scheduled or sponsored events are exceptions and do not need a separate parent permission form.

#### 1. Parent Permission for In-district Field Trips

Parent (or guardian) notices are required prior to any field trip within the school district (i.e. nature walks, neighborhood parks, local supermarkets, swimming lessons, golf lessons, bowling, etc.). The safety of students is, of course, paramount, and visits to local sites shall be conducted with caution. Ongoing activities within the district (i.e., swimming lessons, golf lessons, bowling, etc.) require a parent notice which includes the times and dates of the lessons when the students will be away from the school.

#### 2. Parent Permission for Trips Outside the District

Parent (or guardian) permission forms are required for any field trip outside the district. Each student that participates in field trips outside the district must present a signed parent permission form from their parent or guardian before leaving. The principal or designee may accept a parent's or guardian's verbal permission under unusual circumstances.

Students without parent permission will remain in school.

#### 3. Parent Permission for International Field Trips

Parent Permission Forms for International Field Trips must be signed by a parent (or guardian) prior to any field trip outside the continental United States, Alaska and Hawaii (Canada and Mexico is foreign travel). The original signed Parent Permission forms will be carried on the trip by the teacher in charge. Copies of the signed parent permission forms will be kept at the school. Parent (or guardian) will be responsible for any legal action against their student or liability of their student in a foreign country. Parents will be informed that the district does not provide liability, medical or dental insurance coverage and that this insurance coverage is the sole responsibility of the student and his/her parent (or guardian). Parents will be warned about the special risks of international travel. Travel documents such as passports, birth certificates, proof of citizenship or green cards must be presented to the school and photocopied prior to departure. Verbal permission by a parent is not acceptable for foreign travel under any circumstances.

#### 4. Travel Study Programs

In addition, for a Travel Study Program that is planned, marketed and conducted by an organization other than the district, the following will apply:

- a. Parents must sign a Waiver of Liability Form to Centennial School District at the time the student first enrolls in the Travel Study Program;

- b. Students, district staff and parents involved do so at their own risk. The district assumes no liability for students and staff participating in such trips;
- c. Organizing, planning and/or recruiting for such programs cannot be done during “on-duty” work time by employees of the district;
- d. Participation in such travel by employees and students is subject to the district’s leave and attendance policies;
- e. School facilities may be used for planning or informational meetings for students and parents upon approval of a building use agreement by the principal. Meetings may only be held during nonschool hours (before school, after school or nonschooldays). A building use charge and charges for staff or equipment may apply.
- f. Any information about Travel Study Programs must include a clear disclaimer that the program is not marketed, planned or conducted by the district;
- g. Clear notice must be given to students and parents if expenses (such as, but not limited to, airfare, lodging or meals) for staff members or chaperones are included in the cost of the trip.

### **Adequate and Appropriate Supervision**

#### **1. General Staff/Chaperone Responsibilities**

Teachers or other authorized district personnel shall accompany students on all trips. They shall exercise ordinary care in providing adequate supervision for the trip and shall assume responsibility for the students’ proper conduct. Ordinary care requires that trips be planned and conducted in a manner assuring that students will not be exposed to situations inherently dangerous in themselves and that activities be avoided in which a reasonably foreseeable accident or injury may occur.

Chaperones who are not district employees must complete a criminal background check.

#### **2. Adult to Student Ratios on Field Trips**

Generally, it is preferable to have more than one adult on a field trip. The ratio of adult supervisors to students participating will ordinarily not be less than:

- a. 1:10 for Elementary (K-6) students.
- b. 1:15 for Secondary (7-12) students.

However, principals may exercise professional judgment in adjusting the number of adult supervisors, taking into consideration trip uniqueness, special needs of students, and activities planned to occur on the trip.

#### **3. Supervision on Overnight Field Trips**

Two adult chaperones are recommended for overnight trips, but required in instances where field trips are in excess of two days except in unique circumstances. If students of both genders participate in an overnight trip, adult chaperones of both genders must accompany the group.

Exceptions to the supervision ratios or chaperone gender rules during travel to and from field trip destinations may be made under the following circumstances:

- a. Where there is additional supervision by chaperones at the event, by the event host, that would provide the supervision ratios described above;
- b. Where there is adequate supervision of both genders at the event;
- c. When the supervisors provided by the event host have had adequate criminal background checks.

The purpose of these exceptions is to accommodate groups that are attending an organized event where there is an increased level of supervision and meeting the supervision rules during the travel to and from the event would not be practical.

The supervision plan will be approved by the superintendent (or designee) prior to action being taken to the Board for final approval.

#### 4. Supervision on International Field Trips

Two adult chaperones are required for international field trips except in unique circumstances. If students of both genders participate in an international field trip, adult supervisors of both genders must accompany the group. The ratio of adult supervisors to students is not greater than 1:15.

Other supervisory responsibilities include:

- a. Acquiring advance approval for the trip under the guidelines outlined in these regulations;
- b. Ensuring distribution of trip procedures and regulations to parents and students;
- c. Ensuring receipt of the signed parental approval forms prior to the departure date for the trip and having them available to the supervisors for the duration of the trip;
- d. Establishing curfew regulations and conducting appropriate bed and room checks for the duration of the trip;
- e. Taking appropriate actions for rules infractions by students, including parental contacts and making arrangements for sending the student home at parental expense;
- f. Taking necessary steps to ensure appropriate emergency or medical treatment when prudent to do so;
- g. Contacting the appropriate building administrator if questions exist, advice is needed or a situation exists about which the administrator should know;
- h. Establishing clear hours of supervision responsibilities for nondistrict employees/volunteer chaperones;
- i. Ensuring that nondistrict employees/chaperones receive information concerning district student conduct and discipline policies, that such special or extended trips are considered an extension of the classroom, that all students are subject to such policies and administrative regulations and that it is the duty of the nondistrict employee/chaperone to report violations to the teacher or other authorized district personnel;
- j. Volunteers/chaperones are prohibited from:
  - (1) Distribution, possession or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance except by doctor's prescription;
  - (2) Consumption of alcohol at any time;
  - (3) Tobacco use on/at school sponsored activities in the presence of students.

- k. Teachers and other authorized district personnel are subject to established Board policies and administrative regulations. Tobacco use in the presence of students is prohibited. Teachers and other authorized district personnel are ultimately responsible for the supervision of students at all times while on special or extended trips and are expected to be “on call” for emergencies, curfew checks, etc. Consequently, the use of alcohol and other controlled substances are strictly prohibited at all times.
- l. At least one teacher or chaperone must ride with students on district buses or district charter buses.

### **Lodging on Overnight Trips**

Careful planning for lodging of students on overnight field trips must take place to ensure that students are safe, adequately supervised, and not exposed to situations that are inherently dangerous.

Home stays may be permitted on field trips under the following circumstances:

1. Home stay providers have had adequate criminal background checks;
2. Students have regular daily contact with the chaperones; and
3. Students have a means to contact chaperones for assistance at any time.

The home stay provision will be approved by the superintendent (or designee) prior to action being taken to the Board for final approval. The Board may request additional assurances of supervision prior to approval of International Field Trips.

### **Student Responsibilities**

Expectations for student behavior on extended trips are identical to those of the regular school program. Student responsibilities as outlined in the district’s Student Rights and Responsibilities Handbook continue to apply, as do the possible penalties for infractions.