



## IJOA-R - FIELD TRIPS

### GUIDELINES FOR EXTENDED FIELD TRIPS

1. All extended field trips shall meet the following Poudre School District criteria for approval:
  - a. The field trip shall be directly related to a course or area of study in accordance with established curriculum guidelines.
  - b. The field trip shall include direct instruction by a Poudre School District staff member or tour guide. Such instruction will begin prior to departure and must be accounted for upon submitting a final report.
2. A teacher who wishes to sponsor an extended field trip should follow the steps outlined below.
  - a. All extended field trips shall be based upon clearly stated, educationally related objectives and shall be related to a particular subject or subject area.
  - b. Ninety days prior to the trip, the trip sponsor(s) shall notify the principal of the desire to plan and conduct an extended field trip. The sponsor shall complete a Preliminary Field Trip Approval form (available in the school office), have it signed by the principal, and send it to the assistant superintendent of school services, or designee. After approval signatures have been obtained and a district field trip number has been assigned, the sponsor(s) shall prepare a general itinerary including dates for discussion with the principal or designee to precede any discussion and selection of travel agencies and carriers.
  - c. Selection of travel agencies and carriers shall be made by the trip sponsor(s) and shall be approved by an assistant superintendent, or designee, on the Preliminary Field Trip Approval form. Travel agencies must be consistent with district procedures and guidelines and verified by the Purchasing Department. Only district vehicles and commercial means of transportation (e.g., bus companies, airlines, etc.) may be used for extended field trips.
  - d. Overnight trips may be exclusive to all males or all females when only one sponsor is available for the trip. In trips where male and female students attend, both an adult male and female sponsor shall be required.

- e. Following the meeting with the principal, the trip sponsor(s) shall prepare a detailed proposal to conduct the extended field trip and, depending on the length of the trip, an Extended Field Trip Approval form. All proposals to conduct an extended field trip must include:
- An outline of course or subject area goals to which the tour is complementary;
  - Trip goals for students;
  - The manner in which the direct instruction is to be provided;
  - Instructional materials to be utilized;
  - An itinerary; and
  - A list of proposed adult chaperones and other arrangements for supervision.
- f. If the proposal to conduct an extended field trip is approved at the building level, the principal shall forward the recommendation to the assistant superintendent of school services or designee. The assistant superintendent of school services, or designee, shall evaluate the proposal and, if appropriate, approve the trip.
- g. All proposals to conduct an extended field trip during a given school year or a summer subsequent to that school year will be considered no later than 90 days prior to the planned trip.
- h. In selecting adult chaperones, priority will be given to certified district staff members within the sponsoring school(s). Exceptions will be made when there are not enough qualified adults to meet chaperone needs.
- i. A sufficient number of adult chaperones, as determined by the trip sponsor(s) and the principal, must accompany the extended field trip to ensure the safety and good conduct of students. The recommended ratio is one adult chaperone for every 15 students. The trip sponsor(s) are responsible for informing accompanying adults of their duties and responsibilities. The principal is responsible for final approval of all adult chaperones.
- j. Poudre School District staff members may accompany students on extended field trips as non-chaperones if they receive prior approval by the principal to do so. Such staff members are expected to follow the same tour itinerary and pay their own expenses.

- k. Other adults and siblings may participate in extended field trips if they have been approved to do so by the trip sponsor(s) and the principal.
  - l. Field trips are for the educational enhancement of district students. Under no circumstances shall any person be included in an extended field trip who has not been approved by the principal.
3. Responsibilities for Trip Sponsor(s) Conducting the Extended Field Trip
- a. The trip sponsor(s) shall hold orientation meetings with parents/guardians, students, and chaperones prior to departure in order to clarify the responsibilities of all participating parties.
  - b. The trip sponsor(s) shall ensure that there are sufficient resources available to provide direct instruction to all students on the extended field trip.
  - c. The trips sponsor(s) shall prepare a roster which includes the addresses and telephone numbers of parents/guardians and pertinent medical information for all students on the tour. This information will be used to contact parents/guardians if an emergency or other situation should occur. The trip sponsor(s) shall take one copy of the roster on the trip and shall leave a second copy with the office manager, or designee, at the home school.
  - d. It shall be the responsibility of the trip sponsor(s) to alter the itinerary or program of the extended field trip if local circumstances endanger the welfare of participants.
  - e. The trip sponsor(s) shall handle medical and other emergency situations while on the extended field trip and generally shall be responsible for the welfare of the group. Receipts and claim checks must be completed for medical or other insurance claims.
  - f. The trip sponsor(s) shall review acceptable standards of conduct with the students in advance of the trip. Students and parents/guardians of participating students shall complete the following forms and return them to the principal prior to departure:
    - Behavior Contract
    - Power of Attorney
    - Affidavit of Insurance Coverage
    - Hold Harmless Agreement

- Parents' Agreement Regarding Student's Conduct on Educational Field Trip
  - Change in Itinerary
  - Medical History
- g. A student who has been expelled or suspended from school is ineligible for participation in an extended field trip, depending on the length of suspension/expulsion. Only the principal may grant permission for such a student to participate in an extended field trip.
- h. The trip sponsor(s) shall assume responsibility for student conduct consistent with the school's policies and regulations governing student behavior.
- i. Upon returning from the extended field trip, the trip sponsor(s) shall complete a Student Field Trip Evaluation form, including a summary of the itinerary and instructional activities, and shall submit the report to the principal. A detailed final accounting of receipts and expenditures must also be filed with the appropriate district office(s).
- j. The safety of all students on an extended field trip shall be a primary consideration, and first aid kits shall be required on all field trips.
- k. Use of the "buddy system," or similar partner system, is recommended to ensure constant awareness of each student's whereabouts, needs, and participation.
- l. Should an emergency occur, the trip sponsor(s) is responsible for notifying the principal by telephone as soon as possible.
4. Responsibilities of the Travel Agent (or Tour Director if No Travel Agent is Involved)
- a. No less than one month prior to departure of the extended field trip, the travel agent shall file the following items with the district's risk manager for review:
- Certificate of group insurance showing coverage limits for liability
  - A copy of the actual insurance policy
  - The general itinerary for the extended field trip

- b. No less than one month prior to departure of the extended field trip, the travel agent shall submit to the principal on company letterhead a complete itinerary including detailed information and prices on all transportation, lodging, transfers, meals, tips, etc. An estimate of expenses not covered in the package rate but likely to be encountered on the trip must also be submitted.
  - c. No less than one month prior to the departure of the extended field trip, the travel agency must indicate the total cost of the trip based on a minimum number of participants and any deduction in costs or provisions for including more adult chaperones if the minimum number of participants is exceeded.
  - d. No less than one month prior to the departure of the extended field trip, the selected travel agency must be approved by appropriate district officials and shall conform to all appropriate district procedures and guidelines.
5. Remuneration and Other Conditions for Tour Director(s) and Chaperones
- a. Certified personnel on the extended field trip who are under contract with Poudre School District shall be considered a part of the regular school faculty and shall be governed by the policies, procedures, rules, and regulations established for all district employees.
  - b. Neither the trip sponsor(s) nor other Poudre School District employees shall accept or receive compensation other than the cost of their portion of the trip and incidental expenses (meals, taxes, and tips) incurred on the trip. The cost of the trip to participating students may reflect no more than the legitimate expenses expected to be incurred by the student and a portion of the legitimate expense of the tour director(s) and other adult chaperones and supervisory personnel.
6. Students
- a. Participating students must comply with all Poudre School District policies and regulations governing student behavior and with other conditions and directions of the trip sponsor(s) and/or adult chaperones. Students are prohibited from the possession or use of weapons; possession, purchase, or consumption of alcoholic beverages, tobacco, drugs (other than those prescribed by a physician), and/or toxic vapors at any time. The Code of Conduct will be enforced on all field trips.
  - b. Students will not be permitted to leave the field trip group during the trip unless they are released by the trip sponsor(s) to parents/guardians.

- c. If students return to the school from a trip after school hours, the trip sponsor(s) and the principal will make provisions for their safe departure home, taking into account the age of the students and the hour of arrival at the school.
- d. Students whose conduct is disruptive to the trip and in violation of the above requirements may be disciplined or sent home by the trip sponsor(s). A student may not, however, be sent home without prior arrangement with the principal and the student's parents/guardians. The student's family is responsible for any additional cost incurred in sending a student home early.

Current practice codified 1995

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