Instruction – Administrative Procedures

FIELD TRIPS

A. Definitions

Field Trip: Any activity in which students leave the grounds of their schools.

Instructional Field Trip: An activity that is an integral part of a student’s educational experience, and is directly related to the district core curriculum.

Enrichment Field Trip: An activity which extends a student’s learning beyond the core curriculum of the district.

Overnight Field Trip: An activity in which students remain overnight under the supervision of school personnel.

B. Guidelines

1. The following guidelines govern all Field Trips.

A. The Adrian Public Schools Field Trip Application Form must be completed by the sponsoring teacher and submitted to the building principal for approval two weeks in advance of the trip.

B. The purpose of the trip must be clearly specified as instructional or enrichment.
   i. In the case of instructional trips, the student outcomes which relate explicitly to the district’s core curriculum and/or the Michigan Curriculum Framework must be stated.
   ii. In the case of enrichment trips, student outcomes which reflect the extension of learning beyond the core curriculum must be stated.

C. In the case of instructional field trips, students may be asked to contribute to the cost of the trip. No student may be charged a mandatory field trip fee.

D. In the case of enrichment field trips, students may be charged a field trip fee which is based on the overall cost of the trip.
E. Students may not be excluded from a district field trip based on an inability to pay fees or charges that are a part of that trip.

F. Meaningful instructional activities must be provided to those students who might have participated in a field trip but did not do so.

G. The district's *Code of Student Conduct* and Bus Rules govern student behavior on all field trips. Students must be provided clear, specific statement of any additional rules which may be specific to a particular field trip. The building principal must approve these rules, and the rules must be provided to the students in advance of the trip.

H. An *Adrian Public Schools Field Trip Consent and Emergency Form* for each student on the trip must be in the sponsoring teacher’s possession during the trip. In addition, a list of students on the trip must be on file in the principal’s office.

I. If students will be transported on a school bus, arrangement must be made with the Transportation Supervisor at least two weeks in advance of the date of the trip.

J. Supervision of students is the responsibility of the sponsoring teacher and adequate adult supervision must be provided to ensure student safety and adherence to the *Code of Student Conduct*, Bus Rules, and special trip rules, if any.

K. The sponsoring teacher is responsible for taking a district emergency kit on the trip.

L. The sponsoring teacher must be informed as to any pertinent medical information about students participating in field trips and have emergency contact information available at all times.

2. The following additional guidelines govern Overnight Field Trips.

The sponsor of an Overnight Field Trip must submit a Proposal at least 60 days in advance of the trip for the approval of the Principal and the Superintendent. The Proposal must include the following information, in addition to the information required in section B-1 governing all field trips. The Principal may waive this timeline under extraordinary circumstances.

A. The trip’s itinerary and mode(s) of transportation must be identified. The liability coverage of the driver(s) must be stated.
The trip sponsor, supervisors and chaperones must be identified by name, and must be either district staff, parent, or special supervisor. Special supervisors must have passed all legal screens expected of district employees. A staff member must serve as the sponsor of the trip and assume responsibility for the trip plans and the students involved. The number of sponsors, supervisors and chaperones, must be adequate to ensure student safety and adherence to the Code of Student Conduct.

If the group is mixed, male and female sponsors or supervisors must be on the trip.

Sleeping accommodations must be described.

At least one sponsor, supervisor or Chaperone must have first aid training, CPR training, and training in the administration of medication, and be named as such in the Proposal.

The trip's funding must be through voluntary participation of the trip membership and described. Students may not be excluded from an Overnight Field Trip based on an inability to pay fees or charges that are a part of that trip.

An Adrian Public Schools Field Trip Consent and Emergency Form for each student on the trip must be in the sponsor's possession during the trip. In addition, a list of students on the trip must be on file in the principal's office.

The conditions under which the Overnight Field Trip may be cancelled must be specified; parents and guardians continuing financial obligations to the trip must be clear.

3. Procedures for Cancellation of Field Trips

Conditions under which a Field Trip may be cancelled include but are not limited to those which put student safety and security at risk.

The Principal will determine the existence of conditions under which a Field Trip must be cancelled. In the case of an Overnight Field Trip, the Principal will make a recommendation for cancellation to the Superintendent, who will cancel the trip if this is deemed in the best interests of the students.

In the event of a trip cancellation, the Principal will notify the affected students and parents, and staff. In the event of cancellation of an Overnight Field Trip, the Superintendent will notify members of the Board of Education and the Principal.
D. The Principal will arrange for cancellation of all reservations made in association with the cancelled trip.

E. Families will be reimbursed for trip expenses to the fullest extent possible.
Field Trip Application Form

School: ___________________________  Grade: ___________________________

Anticipated Number of Students Attending: ________________

Sponsoring Teacher: ___________________________  Number of Adults: ________________

Date of Trip: ________________  Leave: ________________  Return: ________________

Method of Transportation:

Destination:

Description of Trip:

Student Outcomes:

Method(s) of Assessment:

☐ Approved  ☐ Not Approved

Sponsoring Teacher’s Signature  Date

Principal’s Signature  Date

To Accompany IICAA-R – Field Trips
Adrian Public Schools

Field Trip Consent & Emergency Form

Student Last Name | First Name | Middle Initial | Grade
---|---|---|---
Street Address | City/St/Zip | Age | Birth Date

Guardian/Parent Home Phone Number | Work Phone | Cell Phone

I acknowledge that any program endorsed by the school is part of the educational process and provides a learning experience of educational value to my child. I hereby give my consent, accept all liability and hold Adrian Public Schools harmless for the above student to participate in the following school-sponsored field trip or event as described:

__________________________
Parent/Guardian Signature Date

Authorization & Consent for Medical Treatment

In case of an accident involving injury or suspected injury, or in the case of illness, I hereby authorize a member of the Adrian Public Schools staff to transport my child to the nearest available emergency room and/or authorize treatment for my child.

I hereby make, constitute, and appoint Adrian Public Schools, and its staff, full power to consent to any x-ray, examination, and anesthetic, medical, or surgical diagnosis or treatment and hospital care to be rendered to my child on the advise of any physician or surgeon licensed to practice in the jurisdiction in which our child is located. This authority is delegated by use for the interval of any field trip or event sponsored by Adrian Public Schools in which my child is participating.

In signing this document, I attest to the fact that these are my wishes.

Parent/Guardian Signature Date

Family's Medical Insurance ___________________________ Policy Number ___________________________

Allergies or Other Health Conditions ___________________________

Current Medications ___________________________