

## Field Trip Policy and Requirements

**Board Approved: 6.28.18**

**Board Amended:**

**Policy Number: 102**

### **I. PURPOSE:**

To ensure that all filed trips are tied to Spectrum's educational values and curriculum.

### **II. GUIDELINES:**

All Spectrum field trips (including transportation) must be submitted by the established timeline and approved by Administration prior to advertising and moving forward with the trip.

- A. All school-approved field trips must be designed to support and extend classroom instruction. They must be clearly aligned to, and a logical outgrowth of the curriculum. They must be accompanied by certified school personnel, and they must be approved by Administration and the Coordinator of Curriculum and Instruction prior to seeking parent permission for the trip.
- B. Administration should only approve field trips which adequately provide for the safety, comfort, and protection of students and adult participants. In all instances, selection and participation of students and adults for field trips is subject to the approval of Administration. In making the determination of whether or not to grant approval, consideration of relevant factors will include, but are not limited to the following:
  - 1. Alignment with curriculum;
  - 2. Cost;
  - 3. Number of field trips planned (by department and school-wide);
  - 4. Impact to instructional time;
  - 5. The number of participants;
  - 6. Age level of the students;
  - 7. The nature of the field trip; and
  - 8. Compliance with applicable laws, policies, and school rules.
- C. Participants of the field trip who fail to adhere to applicable laws, policies, and regulations of school rules will be subject to administrative action. Such action for participants may include immediate dismissal from the trip and forfeiture of money paid. In the case of a dismissal from the trip, the transportation back from the trip will be the responsibility and expense of the dismissed participant and/or parent/guardian. Disciplinary action for students will be in accordance with Spectrum's discipline policy.
- D. Students should not be denied access to day, extended day, or overnight field trip opportunities because of disability or economic status. Efforts shall be made to find ways to maximize participation by students with disabilities on field trips. Students with disabilities must be provided equal opportunity for participation, including transportation to and from the destination. Such student(s) shall also be provided a responsible equal opportunity for participation in all planned educational and recreational activities that take place at the field trip site(s). The student's IEP/504 Plan should be available to staff coordinating and participating in field trip opportunities. Parents of students with disabilities are not required to attend field trips to provide accommodations and modifications unless parents of nondisabled students are also required to attend.

- E. Students who do not participate in a field trip shall not be penalized in any manner. Appropriate educational experiences shall be provided for students who do not participate in the field trip.
- F. The Coordinator of Curriculum and Instruction shall work with the school principals to monitor the scheduling of field trips to make certain that neither instructional time nor school resources are unduly compromised by multiple field trips during a single school year (see II. For approval guidelines).
- G. Each Spectrum employee who coordinates or participates in a field trip or foreign travel is responsible for avoiding conflicts of interest arising from the field trip.
- H. Transportation for trips will be provided as follows:
  - 1. For transportation of large groups or whole classes, buses should be used (in coordination with the Transportation Director).
  - 2. Buses may not be a reasonable option for transportation of small groups or individuals, so vans or other alternative options for transportation must be submitted.
  - 3. Transportation in personal vehicles is highly discouraged. Anyone choosing to transport in a personal vehicle must have their vehicle inspected and receive permission from administration to transport students.
- I. Overnight Field Trip – An overnight field trip shall involve no more than two days in which school is in session. Exceptions to this time limitation may only be approved by the Executive Director. This also applies to Extracurricular Field Trips. Note: Relevant factors listed above (II.) apply along with these two:
  - 1. Must have both genders represented for chaperones
  - 2. No chaperones may stay in the same room as a student
- J. Foreign Travel – Please refer to Spectrum’s International Travel Policy.

### **III. GENERAL PROCEDURES:**

#### Day/Extended-Day and Overnight Field Trips

- A. The sponsoring teacher shall complete the Field Trip Request Form in the established timeline and obtain the approval of Administration prior to speaking with students about the trip and parent permission to attend.
- B. When planning a field trip, the sponsoring teacher is responsible to ensure that a sufficient level of adult supervision over the age of twenty-one is provided between participating school staff and/or chaperones. All extended day or overnight field trips must be chaperoned by an appropriate number of teachers, parents, or other responsible adults representing participating genders. All chaperones must have a background check on file.
- C. The sponsoring teacher shall maintain a copy of the Parent/Guardian Permission Form, with emergency contact information, and student health history for each participant for the duration of the trip. The original of these documents shall be maintained at the school office.
- D. The sponsoring teacher shall notify the school health/attendance clerk of the field trip in sufficient time to review the list of participants in terms of the student health information, and to develop a plan for the administration of medication or medical treatment, if required. In appropriate cases, the school health/attendance clerk shall prepare and maintain an emergency first aid kit to accompany students on each field trip bus.