

# Oak Ridge Schools

## Office of the Superintendent



### Administrative Procedure 4.302 (A) Field Trips/Excursions/Competitions

August 31, 2018

## FIELD TRIPS/EXCURSIONS/COMPETITIONS

All school sponsored trips made by groups of pupils shall be made only with prior approval of the school principal. Any overnight field trips or school sponsored trips during vacation periods must have prior approval of the Executive Director of School Leadership.

The following guidelines apply to all school sponsored field trips:

### 1. **Justification**

Field trips enable teachers to expand student's learning beyond the walls of the classroom into the vast community outside. They provide students with experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Perhaps a field trip can best be described as a living laboratory in which learning is acquired through active hands-on experience with the rich resources of the local community. The experience must have definite objectives, careful planning, thoughtful follow-up, and evaluation.

### 2. **Request Timeline**

Campus Leave Request forms must be used to seek approval for off campus school sponsored trips. The forms are available on the Oak Ridge Schools website under the School Leadership – Resources tab. The following timelines are required to provide ample time to secure proper approval:

- School sponsored trips that are not overnight are to be submitted to the principal 10 days prior to the trip and require approval from the building principal using the Campus Leave Request – Day Trip form.
- School sponsored trips that are overnight must be submitted to the principal 45 days in advance and require approval from the principal and Executive Director of School Leadership using the Campus Leave Request – Overnight Trip form.
- School sponsored trips exceeding \$25,000 or involving out of country travel must be submitted to the principal 90 days in advance and require School Board approval regardless of funding, Booster Club participation or other contributions. Follow the guidelines on the Campus Leave Request – Overnight Trip form.

### 3. **Risk Assessment**

Safety should be a major concern when planning a school sponsored trip. Staff should consider any potential risks and implement the appropriate safeguards.

### 4. **Emergency Planning**

The supervising teacher is to make a list of all students participating in the school sponsored trip, to include parental and emergency contact information. The list of participating students should be maintained while on the trip and a copy given to the school office prior to leaving campus.

**5. Parental Permission Form**

Written permission shall be secured from the parent/guardian before a pupil may participate in a school sponsored trip. The supervising teacher will have a signed permission form from the parent/guardian of each participating student. The student permission form must include a summary of the trip with specific information regarding the trip timeline.

**6. Student Removal**

Any student that shows a lack of control or participates in an inappropriate or illegal activity will lose the privilege of remaining on the school sponsored trip. Parent/guardian will be contacted and expected to pick up their child or make other transportation arrangements for the student.

**7. Transportation**

Staff are encouraged to use buses when planning for transportation of a school sponsored trip. Only buses from First Student or another approved bus contractor can be used. A list of approved bus contractors is available on the Oak Ridge Schools website under Business and Operations.

We realize that in situations involving a small group that a staff member may choose to use a school van or a parent may transport students in a private vehicle. **Only a school employee may drive a school owned vehicle.** A school administrator must verify that the school employee that will be driving a school vehicle has a valid driver’s license. Please note that liability coverage is the responsibility of a vehicle owner and that Oak Ridge Schools only provides liability coverage for system owned vehicles.

**8. Chaperones**

A teacher should never take any group of students on a trip alone. The required chaperone/student ratio is as follows:

Preschool - 3 year olds 1:4	K-2 <sup>nd</sup> Grades - 1:6	5 <sup>th</sup> -8 <sup>th</sup> Grades – 1:12
4 year olds 1:6	3 <sup>rd</sup> -4 <sup>th</sup> Grades – 1:10	9 <sup>th</sup> -12 <sup>th</sup> Grades – 1:15

**9. Coverage for Staff Chaperones**

Staff members who are chaperoning an off campus trip during regular school hours are responsible for working with school administration to assure adequate supervision is provided for students not participating in the trip.

**10. Student Fees**

It is permissible to “request” a student pay a fee to participate in a school sponsored trip but students are not required to pay a fee to participate in a school sponsored trip that takes place during any part of the regular school day. Students may be required to pay a fee to participate in a school sponsored trip if the entire trip is scheduled outside of regular school hours and is not a class requirement or tied to a grade. Any collection of fees for a school sponsored trip must be approved by the school principal and the money must be handled through the internal school account.