

Vicksburg Community Schools Bylaws & Policies

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
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- B. arouse new interests among students;
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- C. help students relate school experiences to the reality of the world outside of school;
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- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
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- E. afford students the opportunity to study real things and real processes in their actual environment.
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For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member and an integral part of the curriculum. Other District-sponsored trips shall be defined as any planned student travel activity which is approved as part of the District's total educational program.

The Board of Education shall:

- A. consider field trips which are included in curriculum guides to have been approved in advance. All field trips not listed in the curriculum guide must each be approved by the Assistant Superintendent;
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- B. approve those field trips and other District-sponsored trips and athletic trips which:
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 - 1. take students more than 150 miles from this District and outside the State of Michigan;
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 - 2. are planned to keep students out of the District overnight or longer.
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The Assistant Superintendent shall approve all other such trips. An exception to B1 above shall be where scheduled athletic contests may use additional courts or fields in neighboring districts outside of the state of Michigan. In such cases, Board approval shall not be necessary.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to its administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without the Superintendent's permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure that:

- A. the safety and well-being of students is protected at all times;
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- B. parental permission is sought and obtained before any student leaves the District on a trip;
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- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
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- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
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- E. each trip is properly monitored;
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- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
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- G. a copy of each student's Emergency Medical Authorization Form is the possession of the staff member in charge;
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- H. professional staff members are permitted to make on-site alterations to a trip itinerary.
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A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used for travel outside the State without Board approval.

M.C.L.A. 380.1282, 380.1331

NEW POLICY - VOLUME 25, NO. 2

STUDENT SUPERVISION AND WELFARE

Administrators shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- | Each administrator shall report immediately to the Asst. Superintendent _____ **[title]** any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- | Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- | An administrator shall not send students on any personal errands.
- | An administrator shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.

- (x) If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should an administrator attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such administrator inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- (x) An administrator shall not transport students in a private vehicle without the approval of the Superintendent.
- (x) A student shall not be required to perform work or services that may be detrimental to his/her health.
- (x) Administrators shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the ~~principal~~ Superintendent.
- (x) Administrators are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

- | Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

M.C.L.A. 722.621 et seq., 750.520b, 750.520c, 750.520d, 750.520e

STUDENT SUPERVISION AND WELFARE

Professional staff members, because of their proximity to students, are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the professional staff member. It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

~~It is the responsibility of the~~ The Superintendent shall maintain and enforce to
~~prepare administrative guidelines to ensure the maintenance of~~
the following standards:

- A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- D. Each professional staff member shall immediately report to the principal any accident or safety hazard s/he detects.
- E. Each professional staff member shall immediately report to the principal any knowledge of threats of violence by students.
- F. A professional staff member shall not send students on any personal errands.

- G. ~~A professional staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.~~

A professional staff member shall not associate or fraternize with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons. However, dating, romantic and/or sexual relationships with students, regardless of their age and regardless of consent are absolutely prohibited, unless the staff member and student are legally married.

- H. If a student ~~comes to~~ approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may ~~help attempt to assist~~ the student ~~make by~~ facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- I. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- J. A student shall not be required to perform work or services that may be detrimental to his/her health.

- () Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- () Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.

Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to information concerning assessment, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

M.C.L.A. 722.621 et seq., 750.520b, 750.520c, 750.520d, 750.520e

Revised 7/96
Revised 11/11/99
Revised 11/13/06

STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member.

~~It is the responsibility of the Superintendent to prepare Administrative Guidelines to ensure the maintenance of~~ The Superintendent shall maintain and enforce ~~to prepare Administrative Guidelines to ensure the maintenance of~~ the following standards:

- A. Each support staff member shall report immediately to the principal any accident or safety hazards s/he detects.
- B. Each support staff member shall immediately report to the principal any knowledge of threats of violence by students.
- C. A support staff member shall not send students on any personal errands.
- ~~D. A support staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.~~
- (x) A support staff member shall not associate or fraternize with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons. However, dating, romantic and/or sexual relationships with students, regardless of their age and regardless of

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consent are absolutely prohibited, unless the staff member and student are legally married.

- E. A support staff member shall not transport students in a private vehicle without the approval of the principal.
- F. A student shall not be required to perform work or services that may be detrimental to his/her health.

(x) Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.

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Most information concerning a child in school, other than directory information described in Policy 8330, is confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background and alleged child abuse.

M.C.L.A. 722.621 et seq., 750.520b, 750.520d, 750.520e

Adopted 3/13/95
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Revised 11/13/06