

# Morrow County School District

## Field Trips

Student trips of significant educational value shall be encouraged and permitted under the following rules established by the Board and superintendent:

1. All field trip requests are to be approved by the building principal on the basis of the rules contained in this policy before being submitted to the Board. All requests are to be submitted on the standard Field Trip Request form;
2. Each field trip must meet the following criteria to be considered as being of significant educational value:
  - a. It must be considered an extension of the classroom instruction covered in a particular course or class. This may include any or all of the following:
    - (1) Involve application of class concepts;
    - (2) Involve introduction to new areas of study related to the class;
    - (3) Involve enrichment experiences that are class related.
  - b. It must have well-defined educational goals and objectives in writing.
3. The principal and teacher making the request shall consider the following alternatives for reducing costs before submitting the request to the Board:
  - a. Is this the closest location for this educational field trip, or is there an alternative site that could provide the same experience?
  - b. Is it possible to consolidate transportation among schools in the district?
  - c. Is the schedule of the trip such that a minimum of lost class time will result for students and teachers?
4. All field trips must be reviewed each year by the principal and teachers involved before being submitted to the Board for the following year;
5. Classifications of field trips covered by this policy are as follows:
  - a. Annual field trips - Annual field trips are all known trips outside the county which require more than 200 miles travel round trip. Requests for annual field trips must be submitted to the Board, complete with cost estimates, prior to budget preparation time each year. After approval for inclusion in the budget, no further action by the Board is required. Annual field

(continued)

trips shall be restricted to not more than two per year for elementary classes. Expenditures for annual field trips shall not exceed budgeted funds;

- b. Special field trips - Special field trips are those trips over 200 miles which are outside the county and which cannot be scheduled on an annual basis. Such trips are budgeted for on the basis of an estimate placed in the budget. A request for special field trips must be filed on the proper form and must be approved by the principal, the superintendent and, if time permits, the Board.

In the event that the field trips fall within such a time frame that review by the Board is impossible due to the Board meeting schedule, approval by the superintendent and principal will be sufficient. However, the Board shall receive a full report of the activity at the next scheduled Board meeting.

In no case will special field trips be allowed when budgeted funds have been expended except in cases where non-district funds have been raised for that purpose.

- c. Local field trips - Local field trips are those trips which need not be scheduled on an annual basis and which are less than 200 miles round trip, or if in excess of 100 miles, are within the boundaries of Morrow County.

Such trips are subject to approval by the principal ~~and superintendent~~. Local field trips are budgeted on the basis of an estimate. No local trips will be allowed after budgeted funds have been expended, **except in cases where non-district funds have been raised for that purpose.**

## 6. Chaperoning

The chaperoning district employee on all field trips will be responsible for the following:

- a. Provide students with an adequate briefing regarding the itinerary for the trip and stressing any dangers and safety factors that the student should know;
- b. File an itinerary plan and list of students who are going on the trip in the school office before the trip;
- c. If the trips cover more than one day or extend past the regular school day, the school office should reproduce the itinerary and send it to the homes of the students. The itinerary should contain some of the basic traveling rules and precautions;
- d. When large numbers of students are involved, the instructor should make periodic roll calls.

## 7. Out-of-State Trips

- a. Out-of-state trips involving great distances will be discouraged unless such trips are a result of competitions in local, district, regional or state meetings or contests and/or the student is an officer or a member of a national committee.
- b. Out-of-state trips for students who have gained such recognition as stated above may be allowed only if the student or students are properly supervised and the necessary funds are available through the district, the student body or public subscription donors.

(continued)

## 8. Club/Organization Field Trips

Clubs or organizations planning field trips which exceed 200 miles round trip must submit proposals and secure approval of the building principal and superintendent ~~in the academic year~~ **a minimum of 30 days** preceding the planned trip.

Any trip involving travel exceeding 600 miles round trip, or overnight stays, or total cost exceeding \$2,000 must be approved by the principal, the superintendent and the Board ~~in the academic year~~ **a minimum of 60 days** preceding the planned trip. Proposals for such trips must include the following information:

- a. Name of club/organization;
- b. Number of students;
- c. Number of adult chaperones;
- d. Destination of trip;
- e. Distance and number of days (Any school days?);
- f. Transportation plan;
- g. Purpose of trip;
- h. Cost;
- i. Fund raising proposed;
- j. Liability insurance provided.

END OF POLICY