

ADMINISTRATIVE PROCEDURES

IFE

INSTRUCTIONAL PROGRAM FIELD TRIPS

OCTOBER 2008

1. **Definition**—School field trips are excursions into the community under school sponsorship and supervision. The use of municipal parks adjoining the individual school properties, game trips by athletic teams carrying out their regular schedules, and work experience activities of cooperative training students shall not be considered field trips for purposes of these regulations.
2. **Criteria**—The community, both local and extended, should be viewed as a part of the learning laboratory of the school. As such, its resources should be utilized whenever feasible and whenever such utilization holds promise of more effective learning and obtainment of the objectives of the school. The need to gain the maximum benefit from the instructional hours available makes it necessary to restrict field trips during instructional hours to sites that support instruction. Teachers and principals should review proposed field trips and sites in light of the instructional benefit or gain.

At the elementary level, safety and service squad trips may occur during instructional hours and are exempted from the site restrictions. Field trips can be scheduled in lieu of traditional party events (e.g., Halloween, Valentine's Day,) during instructional hours. End-of-the-year activities for elementary classes may be scheduled during instructional hours during the last week of school.

3. **Mode of Transportation** - Students in grades kindergarten through fourth must travel by BUS for field trips; these students are not permitted to travel in any other vehicle.
4. **Local Field Trips**—Trips within the Livonia School District and its immediately adjoining communities shall be considered as "local" field trips. Local field trips which are directly related to instruction, are completed in one day, and do not involve district bus transportation may be approved by the principal for fifth through twelfth grade students. Students in grades kindergarten through fourth will only be permitted to participate in a local field trip if they are walking to the field trip site; as that age group of students is only permitted to travel via bus.
5. **Regular Field Trips**—Trips involving transportation, either parent or school bus, are considered regular field trips. Trips requiring school bus transportation need to be scheduled during the hours specified by the transportation department (currently 9:15 a.m. to 1:30 p.m.). Two trips per day can be scheduled district-wide beyond the specified times, and the transportation department should be contacted and the times reserved prior to initiating the field trip request form. An Application for Field Trip must be submitted at least ten days prior to the date of a regular field trip. All regular field trips require approval of the building administrator.

6. **Longer Field Trips**—Longer trips within Michigan and those requiring overnight arrangements must be approved by the appropriate director. An Application for Field Trip must be submitted at least ten days prior to the date of the trip. The request should be made on a form available from the director's office. These trips are limited to a 60-mile radius on school days, but buses are available after school and on weekends and non-school days for longer trips.
7. **Extended Field Trips**—Field experiences in another state must have the prior approval of the appropriate director. Field experiences in a foreign country, other than Canada, must have prior approval by the Board of Education. Preliminary plans must be submitted in writing to the appropriate director at least four months in advance.
8. **Parental Permission**—A permission slip signed by the student's parent or guardian **must be filed** with the school to permit any pupil to take a field trip. Permission must be obtained for **each** trip and not as "blanket" coverage for the year. **A single permission slip may be completed which covers multiple events for Marching Band, Robotics, Forensics, Debate, or Quizbowl provided that the details (date, time, location, mode of transportation, etc) are listed for each event. The single permission slip must also be on file with the school prior to the first event.**
9. **Field Trip Funds**—These funds may only be used for transportation expenses, and this can include commercial carriers when school buses are not available.