

## FIELD TRIP GUIDELINES

Field trips as defined in Board of Education policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following guidelines have been provided to help ensure the effectiveness of all field trips.

### **General Procedures**

All requests shall be submitted to the Principal on the Field Trip Request Form in advance of the scheduled trip with the names of all staff members and chaperones who will accompany the students.

Parental Consent Forms must be returned before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. No student will be allowed to participate if the parental consent form is not received prior to the trip.

A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge for all trips that are not completed prior to the end of the school day.

Field trips may be denied for any one of the following reasons:

failure to comply satisfactorily with pretrip requirements

excessive cost or limited financial resources

the students involved have generally been involved in other field trips or school activities that have kept them out of class in the weeks preceding or following the scheduled trip

excessive number of students taking trips on that particular day

lack of availability of transportation

inadequate arrangements for student safety and welfare

Problems with the field trip should be brought to the attention of the principal immediately upon return. The principal shall inform the Superintendent of any major problems.

Prior to arrival at the destination, students are to be made aware of:

how they are to conduct themselves;

what time the bus will leave for the return trip;

where the bus will be located for the departure;

any specific information that the students should know with reference to the area being visited.

At no time are students to be left ON THEIR OWN during the course of the field trip.

At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Because field trips are considered an integral part of a course of study and represent a significant cost to the District, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

### **Planning for Field Trips**

Will this proposed trip provide a valid learning experience and contribute directly to accomplishing an important learning objective within the course of study?

What environmental conditions at the site might make it difficult to gather important information?

What facilities or resources will be available for guiding the data gathering and answering questions?

What health and safety risks are involved?

Will it be worth the time and expense? i.e.

Would another activity be just as effective?

Can the trip be made within the time available?

Will the experience provide a significantly new learning experience for a majority of the class?

Can the purpose be realized without undue inconvenience to students, parents, teachers, and places visited?

Will the selection of places to visit produce ill feeling in the community? (e.g., visit to chain store as against visit to corner store)

### **Preparation for Field Trips**

A. Teacher Preparation

Arrange through administration for consent to make trip prior to parental consent.

Make arrangements with authorities at the place of destination.

Plan transportation route, in detail, and arrange financing with Principal if necessary.

B. Student Preparation

Make clear to students the learning purposes of the trip and how it will contribute to their accomplishing particular learning objectives.

Provide a transition from what they have been learning to what they will be learning through the trip.

Work out with students the focus of their observations and questions for each category of information they are to gather on the trip.

Help students organize any materials or references they may be using during the trip.

Set up with students the standards of behavior and safety and emphasize that the Code of Conduct applies to the trip.

A. Gathering and Recording the Information

Provide the guide with a clear idea of the purpose of the trip (set of questions prepared by teacher and students).

Make sure all students are in a position to observe and to hear the guide's explanations.

Arrange for questions to be asked periodically and be sure all students hear the responses to the questions.

Provide opportunities for all or selected students to properly record the observations and information for later use in the classroom.

B. Classroom Follow Through

Guide students in the preparation of what they remember and what they recorded and then organize the information into useful categories.

Have the students examine their data to correct any misinformation and to locate any gaps in the information that they will have to deal with through further research and data gathering.

Ask students to analyze the data and form relevant conclusions based on their analysis.

Provide a transition from these new learnings to what they will be learning next.

Make sure students send appropriate thank you letters to the people in charge of the site they visited and to the bus drivers and other adults who helped make the trip possible.

**Out of State and/or Overnight Field Trips**

In compliance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, the following guidelines are to be followed whenever a staff member seeks approval for a trip on which the students will be away from home for one (1) or more nights or traveling outside the State of Michigan.

**OFFICE OF THE SUPERINTENDENT  
JACKSON PUBLIC SCHOOLS**

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The Superintendent will not approve an overnight or out of state trip unless the Field Trip Request Form is submitted at least 6 months prior to the trip. In addition, if the trip involves the use of a travel company to arrange for transportation, rooms, or any other aspect of the trip, the staff member submitting the proposal must ensure that the company is:

- \* licensed to operate in this State;
- \* registered and bonded;
- \* properly insured for the proposed trip and the policy covers the District, the staff members and chaperones involved in the trip, and all phases of the trip from the point at which the trip begins to the point at which it ends;
- \* in compliance with Federal laws regarding accessibility for and rights of those with disabilities.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the District.

All such requests are to be submitted to the Superintendent. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the relevant principals, and obtaining written approval from each.

The proposal will be reviewed by the Superintendent.

Once approved, the professional staff member in charge will be responsible for conducting the trip as planned. If significant changes in the plan are necessary, such changes are to be submitted to the principal(s) for approval and/or for subsequent approval by the Superintendent.

**Jackson Public Schools  
Field Trip Request Form**

**School:** \_\_\_\_\_

**Class/Group:** \_\_\_\_\_ **Anticipated number of students:** \_\_\_\_\_

**Type:** \_\_\_\_\_ Curricular \_\_\_\_\_ Co-Curricular

**Date(s) of Trip:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Method of Transportation:** District \_\_\_\_\_ Private \_\_\_\_\_  
*(request sent to transportation, if applicable)*

**Description of Field Trip** *(attach separate sheet if necessary)* \_\_\_\_\_

**Educational Purpose** *(attach separate sheet if necessary)* \_\_\_\_\_

**How will the cost of this experience be covered?** \_\_\_\_\_

**What students will not be eligible for this field trip?** *Please explain.* \_\_\_\_\_

\_\_\_\_\_  
Teacher Date

\_\_\_\_\_  
Building Administrator Date  Approved  Denied

***OUT-OF-STATE or OVERNIGHT Requests Only***

Approved  Denied

\_\_\_\_\_  
Superintendent Date

- Changes Effective August 2017:*
- *Out-of-State Stipends: \$1,000 for lead chaperone; \$500 for back up chaperone(s); as approved in advance.*
  - *Out-of-State requests must be submitted six months in advance.*