



SACS

SOUTHWEST ALLEN COUNTY SCHOOLS

FIELD TRIP PROCEDURES 2018-2019

There is a **moratorium** on all K-12 curricular field trips **except** for the following:

- Swimming - grades 1, 2 and 6 only
- Tennis – grade 8 only
 - SMS boys and girls – one week each semester
 - WMS boys and girls – one and half weeks each semester

The school principal must pre-approve all field trips.

	Curricular (during school day)	Extra-curricular & Co-curricular
Elementary	One trip per grade level per year Costs paid by students	Costs paid by students
Middle	None	\$10 per activity paid by students
High	None	\$30 per activity paid by students

All non-curricular based, enrichment activity field trips must meet the following:

- Not required for students
- After school or on non-school days
- Costs paid by students

Type of Field Trip	Who approves?	Special requirements	Transportation
Shuttles (7:30-3:30)	Principal	Transportation between school buildings.	
Curricular school day trip (9:15 am-2:00 pm) <u>Green</u> form	Principal	75% of enrolled membership must participate in trip unless board approves waiver	Director of Transportation must approve 10 days in advance if school buses or vans will be used
Extra-curricular Use <u>Green</u> form	Principal		
Co-curricular – anytime	Principal unless trip is overnight or out-of-state		
Out-of-state/Overnight (Out-of-state <u>day trips</u> do not require parent meetings, just signature on the Parent Information/Permission form.)	Principal and Assistant Superintendent	Need approval <u>before</u> you discuss with students and/or meet with parents. Schedule parent meeting to review costs and rules. Parents sign Parent Information/Permission form. (Appendix A)	School buses cannot be used for out-of-state trips. Vans may be reserved. Do this ASAP.
Out-of-Country	Principal, Assistant Superintendent and School Board	Same as Overnight/Out-of-state. Do not have to observe 75% rule if trip occurs outside school time.	Must arrange for own transportation.

FIELD TRIP CHECKLIST

In planning the trip, please make every effort to minimize costs and school time missed.

1. Complete Field Trip Request

- Secure principal's approval at least 12 school days before trip. Once the principal approves the trip, the teacher may assume the trip will be permitted unless transportation is unavailable.
- Secure transportation arrangements/approval of Transportation Director at least 10 school days before trip if school buses or vans will be used.
- Submit Automobile Proof of Liability Form to the Transportation Director when traveling by personal automobile at least 10 days before trip.
- Secure assistant superintendent's approval for overnight, out-of-state or out-of-country.
- Secure school board approval for out-of-country field trips.

- If charter buses are needed, please refer to Appendix B; Charter Bus Procedures.
2. Meet with parents if destination is overnight, out-of-state or out-of country. Parents sign and return the Parent Information/Permission form. (Parent meetings are not required for out-of-state day trips.)
 3. Obtain permission slips
 4. Appeal (if necessary)

SPONSORS/COACHES ARE RESPONSIBLE FOR STUDENT BEHAVIOR ON BUS AND ON SITE

Relationship to Curriculum: The SACS Policy Manual authorizes field trips directly related to the curriculum and educational goals of the school corporation. In most cases, social trips during the school day are not approved.

Planning for the Trip

1. Teachers should plan for specific student health needs. Special personnel do not attend field trips unless the student's IEP identifies this accommodation. If necessary, teachers should ask parents to accompany their child.
2. Teachers are encouraged to visit the site of the field trip to assess any hazards, particular items of interest, and the appropriateness of the trip for the students.
3. Teachers should ensure that the planned activity justifies the amount of travel time. We encourage use of Fort Wayne, Allen County, and Indiana resources before planning more distant trips.
4. Principals may approve trips for small numbers of students who have been invited to participate in special seminars, conferences or meetings, or who have received special recognition. This includes career awareness, academic or leadership development, or business-community partnerships or projects for high school students.
5. Extracurricular trips for K-12 chorus and grades 2-8 jump rope students are limited to one full day or two half days per school year.
6. At least seventy-five percent (75%) of the eligible students in the class, program, or organization must participate in curricular (school day) field trips. This requirement shall be waived for co-curricular student competitions sanctioned by the Division of School Activities of the Indiana Association of School Principals (i.e. high school journalism, cooperative education, DECA, music). Other exceptions must be approved by the School Board following the Appeal Process described in this packet.
7. Trips must be approved before the teacher or sponsor makes any financial commitments. Parents are not to sign contracts with Tour Groups or other vendors until approval is received and they have signed Parent Information/Permission form for overnight, out-of-state, and/or out-of-country field trips.

8. After the trip is approved, the teacher should notify personnel who are scheduled to work with the students during the planned field trip. This would include special area teachers, counselors, cafeteria personnel, special education personnel, health services, and ALPHA teachers.
9. Field trips with potential risk for students (i.e., scuba diving, mountain climbing, survival camps, etc.) require approval from the district's insurance carrier. Teachers planning such trips should call the business manager's secretary to arrange for this before the trip is publicized.

Supervision/Chaperones

1. The number of chaperones should be determined according to the age of the students and the nature and length of the trip. Younger children may require a higher standard (generally 1:5).
2. There shall be one adult chaperone for every eight students on overnight trips.
3. At least one chaperone must be a teacher or administrator. The number of teachers approved to chaperone may be limited to reduce the impact on the instructional program of the students who remain at school. Generally, we support one teacher for every 20 students.
4. Overnight trips that include male and female students must include a male and female chaperone(s) that are at least 21 years old.
5. During overnight trips, male and female students shall be permitted to gather only in the hotel lobby, restaurants or the chaperones' rooms.
6. Field trip requests for overnight field trips should include a clear set of rules the students will follow during the trip as well as the consequences for violations of the stated expectations.
7. Only children enrolled in Southwest Allen County Schools may participate in field trips. Preschool children require constant supervision, which may distract the chaperone from supervising students in the classroom.
8. Students from other districts may be transported with Southwest Allen County students if space permits. Joint trips will not be approved if it requires Southwest Allen to use additional vehicles.
9. Teachers/coaches must carry signed field trip permission forms that include emergency phone numbers.
10. Overnight, Out-of-State and Out-of-Country* Field Trips: Tour groups within the United States or out-of-country on non-school time require the approval of the assistant superintendent. Such trips do not require that 75% of the students in a class participate in the field trip since the trip will not occur during school time. Planning for these trips should provide:

- Students should have sufficient time to raise the funds for the trip. Teachers may sponsor approved fund raising activities but fund raising activities are not required.
- Students must provide proof of medical insurance.
- Teachers must have administrative approval before securing parental permission.
- Teachers are required to hold parent meetings for all overnight, out-of-state, out-of-country field trips. These informational meetings must be held before deposits are required. (Out-of-state day trips do not require parent meetings.)
- Parents must sign the Parent Information/Permission form for overnight, out-of-state, out-of-country field trips.
- All remaining Field Trip Procedures listed in these guidelines must be followed as written.

****All Out-of-Country Field Trips also require school board approval.***

Fees

1. All costs of the field trip must be attached to the request form approved by the building principal. Efforts should be made to minimize the cost to the students or provide scholarships to students in need.
2. Transportation costs and the bus driver's meals are paid by the school district. The trip sponsor pays overnight lodging for the driver.
3. The Board of School Trustees recognizes the value of student competitions and assumes financial responsibility for staff expenses to accompany middle and high school students advancing to state or national levels. Students in these competitions must meet competitive criteria established by the sponsoring organization at the local or regional level before proceeding to a higher level. Examples of such competitions would include speech meets, band competitions, show choir, vocational education (i.e. DECA, COE and ICE) competitions, national Latin exam, academic competitions, and state and national science fair winners.

Approval Process

1. The building principal must approve the completed Field Trip Request before it is submitted to the transportation director. Once the principal approves the trip, the teacher may assume the trip will be permitted unless transportation is unavailable.
2. A Field Trip Request must be submitted to the transportation director at least ten (10) school days prior to the trip. Exceptions will be considered for trips that must be rescheduled following school delays and cancellations.
3. The assistant superintendent approves Field Trip Requests for overnight, out-of-state, and out-of-country field trips. If the field trip is not approved, the assistant superintendent will notify the teacher in writing.
 - Parents must sign the attached Parent Information/Permission form for overnight, out-of-state, and out-of-country field trips **before** any contracts are signed or money collected.

- Out-of-Country field trips must be approved by the School Board.
4. Parental permission for school day field trips must be on file for every participating student in the Special Education Preschool Program and grades K-12. A permission form should be sent to each parent at the start of each school year. This form does not eliminate the need for teachers to inform parents of their plans so those parents may request additional information and/or withdraw permission for specific trips.

Appeal Procedure: Requested field trips that do not meet these regulations may be appealed at a school board meeting at least one month prior to the proposed trip. Appeal requests must include an explanation of the trip, exceptions to the approved regulations, student selection procedures, and appropriate rationale and information. The teacher initiating the appeal should plan to be present at the school board meeting to respond to questions.

Transportation

1. Curricular field trips are scheduled between the hours of 9:15 a.m. through 2:00 p.m. Approval is subject to availability of buses and drivers.
2. Field trips requiring school buses shall not be scheduled the last two days of each semester. On days when any school has an irregular schedule, curricular trips are discouraged unless times can be coordinated with the transportation director.
3. School buses shall be used for trips within the state and the time restrictions. SPVs may be used for groups of 3-14 students subject to the SACS guidelines.
4. Charter buses may be used for field trips. The attached **Charter Bus Procedures** (Appendix B) must be followed.
5. The number of chaperones must be identified at the time transportation is requested. This permits the correct size bus to be assigned to the trip.
6. The teacher should furnish the Transportation Department with the following information:
 - Location of site including complete address and specific directions once the bus arrives in the general area.
 - Location for unloading and loading students.
 - Bus parking arrangements. Teacher should be prepared to pay any parking fees.

The driver will familiarize him/herself with the information and know how to reach the general vicinity of the trip site. The driver is responsible for communicating with the teacher prior to the trip if further clarification is required.

7. In the rare occasion that a SACS employee may need to transport students in their personal vehicle when school vehicles are unavailable the SACS employee must be given permission from their building principal or administrator. All employees who are granted permission to transport students must have on file with the school and Transportation Department:

- A completed Automobile Proof of Liability Form.
- A copy of their automobile insurance card.
- A copy of a valid Indiana Driver's License.

Parents may transport their own child in their personal vehicle to and from a school sponsored activity. The parents must submit a written notice to the building administrator or designee prior to the trip.

- a. The corporation's insurance carrier requires that persons driving students in personal vehicles carry a minimum of \$300,000 Bodily Injury and Property Damage (Combined Single Limit). If this limit is not currently carried, the individual must contact their insurance agent to increase the limit for the specific time period.
- b. The driver's personal insurance is the primary insurance coverage. Corporation insurance is a secondary source of coverage when the corporation sanctions the trip. However, the corporation's coverage for uninsured motorists is limited to the students and the driver, not the driver's car.
- c. The Automobile Proof of Liability Form is valid for the current school year and must be on file with the transportation director ten days before the trip takes place.
- d. Rented vehicles are covered under corporation liability when the corporation sanctions the trip. The insurance protects the driver, students and the vehicles. The corporation business office and insurance carrier must be informed of the trip prior to using rented vehicles.
- e. Every student in a car or other vehicle must be seated and wearing a seat belt. Under no conditions, may a student sit on the floor or stand during the trip.
- f. All district vehicles and trailers are covered by corporation insurance when parents drive.
- g. The corporation does not insure student drivers.

Transportation Rules: The Transportation Department observes federal, state, and county laws and district expectations. The sponsor or coach is responsible for seeing that all passengers follow these expectations:

1. Sponsors or coaches should introduce themselves to the driver so s/he knows who is responsible for the trip. After the trip, the sponsor should walk through the bus to ensure it is clean and to remove forgotten items.
2. Sponsors/coaches should review bus rules students must observe before the bus leaves the site.
3. All passengers, including adults, must be seated when the bus is in motion.
4. All passengers must keep all items inside the bus.
5. The aisle and exits must be clear of any objects.
6. Eating is prohibited when the bus is in motion.
7. All passengers should talk in a normal tone.
8. Passengers should be respectful, listen and use manners during the trip and on the bus.
9. The driver will not leave the activity without the approval of the Director of Transportation, the sponsor or the coach.

Appendix A = Parent Information/ Permission Form
Appendix B = Charter Bus Procedures