

## FIELD TRIPS

Carefully planned, skillfully supervised and wisely interpreted field trips and excursions aligned with District curriculum, goals, athletics, and other co-curricular activities are valuable extensions of the classroom experience. These events provide a vital opportunity for students to relate school learning to the larger community and world in which they live. Transportation costs for all such field trips conducted during the school hours will be the paid for by the District.

### Types of Field Trips

1. Trips that are the result of an actual or planned emergency drill to another school or District reunification site do not require District forms.
2. Walking field trips that are a half-day or less and the destination is another Eastmont campus do not require District forms, but parent notification of the field trip is required.
3. Students participating on all other field trips must obtain a parent/guardian signature on the Field Trip - Student Permission to Participate/Assumption of Risk 2320-F2.
4. Field trips out of the United States are prohibited.

In an effort to ensure safe and productive field trips, these procedures are required of all Eastmont employees when taking students on field trips:

### Approval Process for Field Trips

1. \_\_\_\_\_ Choose a field trip that has an educational purpose and relates well to grade level curriculum goals. You are encouraged to make trips by grade level (i.e., all grade level teachers go to the same destination).
2. \_\_\_\_\_ Procedure 6500P Risk Management outlines Low Risk Activities, Moderate Risk Activities, High Risk Activities, and Banned Activities. Activities recognized as Moderate or High Risk must have approval of the assigned Executive Director for those grade levels.
3. \_\_\_\_\_ See the principal to obtain authorization for the trip. Make sure there is enough school funds to cover the cost of the field trip and buses.
4. \_\_\_\_\_ If the field trip is overnight and/or out-of-state, complete the Request for School Board Approval for Overnight and/or Out-of-State Field Trip Form 2320-F1 to ask for School Board approval. These trips require extensive planning and Board approval. Overnight housing is limited to hotels, motels, military, university, and other private or public school gyms or facilities.

**Field Trip Checklist**

1. \_\_\_\_\_ Call the Transportation Department to see if buses are available on the desired date of the field trip. Complete an online request for a bus a minimum of two weeks prior to the trip.
2. \_\_\_\_\_ Reserve your dates with the authorities of the field trip location well in advance.
3. \_\_\_\_\_ Send any field trip location required paperwork/agreements that need a signature to your building principal. If the location requires proof of insurance, send the paperwork to the Administration Office.
4. \_\_\_\_\_ Send home Field Trip - Student Permission to Participate/Assumption of Risk 2320-F2 forms that include specific details about the purpose, date, time, method of transportation, number of supervisors, and location of the trip. Clothing and lunch requirements should also be specified.
5. \_\_\_\_\_ Notify support staff, specialists (PE/Music), and food services of the date your class/grade level will be absent.
6. \_\_\_\_\_ Chaperones must be approved volunteers, age 21 or older and be approved by the building principal. Siblings are prohibited from participating on field trips. Chaperone ratios are:  
1:10 for K-4 grades, and  
1:15 for grades 5-7, and  
1:20 for grades 8-12.
7. \_\_\_\_\_ Life-threatening student health concerns including dietary restrictions, allergies, and other conditions must be addressed prior to the field trip with the student, their parents, and school nurse.
8. \_\_\_\_\_ Principals may prohibit a student from going on a field trip for prior unsafe or disruptive behavior. In this situation, other instructional activities shall be provided the student at school.

**Teachers on Field Trips are to ensure:**

1. \_\_\_\_\_ Student's medications or other medical needs are managed according to instructions from the school nurse.
2. \_\_\_\_\_ Employees and chaperones are to be assigned to sit in the back, middle, and front of the bus. If only one employee or chaperone, the person shall sit in the back of the bus.

3. \_\_\_\_ Forms and notifications are completed accurately, on-time, and comply with all procedures.
4. \_\_\_\_ Ensure fiscal responsibilities are consistent with directions provided by their principal.
5. \_\_\_\_ Chaperones understand their duties and assignments. Ensure all students are always under the direct supervision of a chaperone or employee
6. \_\_\_\_ Use the buddy system for students.

### **Field Trip Forms**

- 2320-F1 Request for School Board Approval for Out-of-State and/or Overnight Field Trip
- 2320-F2 Field Trip Student Permission to Participate/Assumption of Risk (English/Spanish)
- 2320-F3 Request to Use a Private Vehicle
- 2320-F4 Reciprocal Chaperoning Agreement for Overnight Travel (Between two school districts)
- 2320-F5a Request by a District Employee for Permission to Arrange a Privately Sponsored Student Excursion
- 2320-F5b Parent/Guardian Informed Consent for Non-District Sponsored Excursion

### **Vehicle Rental**

On some occasions, staff members may rent vehicles from a rental agency. Total capacity of rented vehicle may not exceed nine occupants. Pre-approval from the Business Office is required prior to renting a vehicle. Additional insurance may be required to cover the rented vehicle and occupants.

1. Students may never drive motorized vehicles OR ride with a non-authorized individual during a field trip.
2. Students whose parents allow them to drive to and from the trip embarkation point or destination may not drive during the course of the trip or function.

### **Non District Sponsored Trips that are In-State and Out-of-State**

Trips that may be organized, or led by a teacher or employee, but are not District sponsored, may only be advertised on school public bulletin boards in the same manner as other community groups. Any informational or planning meetings involving these trips shall occur after employee working hours and all advertisements or required paperwork shall be reviewed by the principal to ensure it is clearly stated the trip is not sponsored, or supervised, by Eastmont School District.

The District REQUIRES that employees who privately sponsor excursions for students:

- 1) Submit a Request by a District Employee for Permission to Arrange a Privately Sponsored Student Excursion Form 2320-F5a to your principal at least two weeks prior to soliciting students, contacting parents, advertising, or making any arrangements for the excursion.
- 2) Have each student's parent/guardian complete Parent/Guardian Informed Consent for a Non-District Sponsored Activity Sponsored By or Employing Eastmont School District Staff Outside the Terms of their Employment Form 2320-5b.
- 2) Place the following disclosure statement on all brochures, flyers, and/or posters:  
"This is not a School District sponsored event. The Eastmont School District has neither reviewed nor approved the program, personnel, activities, or organizations announced in this flyer, and undertakes no responsibility to supervise these events. Participation in this event or activity by any Eastmont School District employee is on his or her own time and behalf, and not as part of their employment with the district. All compensation or profit to coaches, sponsors or other employees is not from district funds. No profit is returned to the district other than facility rental fees. Such participation by employees or permission to distribute this flyer should not be considered a recommendation or endorsement of the program by the district. In consideration of the privilege to distribute these materials, the Eastmont School District shall be held harmless from any cause of action or claim arising out of the events or activities advertised in these materials; including all costs, attorney fees and judgments or awards."
- 3) Ensure that brochures, flyers, and/or posters:
  - a) Do not contain any school address, school phone number, or staff member's school e-mail address;
  - b) Do not include language that checks should be made out to the Eastmont School District, E.S.D., or A.S.B.;
  - c) Are not to be printed on school or district purchased paper or duplicated using a school or departmental Xerox machine; and
  - d) Are not to be mailed using the district's non-profit postage permit.
- 5) Obtain approval from the School Office for any meetings to be held in school facilities. Approval will be on an equal basis with other non-employee, non-profit community organizations.
- 6) Ensure that any fundraising does not occur on school time or using school materials and/or facilities. All fundraising advertisements must contain the same disclosure statement listed above, as all other advertisement for the activities.