

SCHOOL-OPERATED AND SCHOOL-ENDORSED FIELD TRIPS AND SCHOOL-OPERATED AND SCHOOL-ENDORSED EXCURSIONS

This regulation applies only to school-operated and school endorsed field trips and school-operated and school endorsed excursions. It does not apply to non-school related or non-school operated field trips that have had no prior approval of a building principal or non-school related or non-school operated excursions that have had no prior approval of the Board.

FIELD TRIPS (applies to school-operated and school-endorsed field trips, as defined in Policy 6:240)

General Guidelines

A school-operated and school-endorsed field trip is a chaperoned student activity that extends beyond the physical boundaries of the school. Administrative approval is required for a any school-operated and school-endorsed field trip. School-operated and school-endorsed field trips taken during normal school hours should supplement and/or reinforce core curriculum activities or promote learning in other curricular areas. Field trips are differentiated from excursions in that a field trip does not involve an overnight stay.

Field trip proposals should generally be given to principals at least two weeks in advance to ensure bus transportation and time to obtain parental permission. Special education classes will be mainstreamed for field trips whenever possible. Principals should review field trip proposals in relation to such factors as total cost, the potential educational value, safety and appropriate supervision, and whether less costly and time consuming alternatives are available to provide a learning experience similar in quality. Upon initial approval, principals must send the proposal form to the Assistant Superintendent for Learning for review and final approval.

Written permission of parents must be obtained before pupils are taken on any school-operated and school-endorsed field trip. Provisions must be made for proper supervision. Educational support personnel and parents may assist in such supervision. School-operated and school-endorsed field trip destinations that are close enough to allow students to walk safely may be taken with the permission of the Principal and parents.

Students are expected to follow all school rules and rules pertaining to bus safety and behavior. Any misbehavior will result in the normal consequences associated with misbehavior at school as well as limits being put into place while participating in the remainder of the school-operated and school-endorsed field trip.

Transportation Guidelines

Transportation for group school-operated and school-endorsed field trips shall be restricted to school-contracted vehicles. Buses can be contracted with other carriers if the District's primary carrier is unable to provide the necessary buses. Parents, individual District employees, and other individuals not employed by the District shall not transport students to or from any school-operated field trip. When the number of students is small, the purpose of the trip is educationally sound, and the expense of taking a school bus is prohibitive, employees may, within strict guidelines, be permitted to transport students.

Any exception to transporting students by any means other than by school bus or public transportation for school-operated and school-endorsed field trips shall strictly comply with the following:

1. The school principal shall be consulted on any school-operated and school-endorsed field trip that may involve transportation other than that of the approved, contracted vehicles of the District.

2. Employees who will be driving students shall provide the school principal with evidence of a valid drivers' license and adequate automobile insurance.
3. Employees who will be driving students shall sign a waiver indicating that they are aware that although the District carries a rider insurance policy for employees who transport students, they may still be held personally liable if either the restrictions of the insurance rider or this regulation are not strictly followed.
4. School principals shall have the final decision upon the mode of transporting students to and from a school-operated or school-sponsored field trip.

EXCURSIONS

Definition

School-operated and school-endorsed excursions that involve an extended stay of one or more nights may be taken to support the core curriculum of the District or activities considered to be co-curricular or extra-curricular in nature.

1. **Core Curricular Excursions**

A core curriculum excursion that is school-operated and school-endorsed is an integral part of the District's educational program relating to Outdoor Education, science, mathematics, social studies, language arts, foreign language, physical education, general music, band, orchestra, and art. A school-operated and school-endorsed core curricular excursion must be of educational value to the students for whom it is intended by supporting and/or supplementing the objectives presented in class.

2. **Extra-Curricular/Co-Curricular Excursions**

A school-operated and school-endorsed extra-curricular/co-curricular excursion is associated with intramural or interscholastic sports, pom poms, chorus, and school clubs or organizations. A school-operated and school-endorsed extra-curricular/co-curricular excursion must support or supplement the purpose or objectives of the organization.

Planning

School-operated and school-endorsed excursions need to be well planned, adequately supervised, and approved by the Board of Education in accordance with Policy 6:240. The Board of Education shall review all excursion proposals based on, but not limited to, the following criteria:

1. Excursion plans must be reviewed and approved by individual building principals and the Assistant Superintendent of Learning before a proposal shall be submitted and reviewed by the Board. Approval should be obtained at least thirty (30) days in advance of the departure date.
2. Excursion plans must include: a rationale for the trip, including how the experience will support and/or supplement the school curriculum or the extra-curricular/co-curricular organization; a detailed itinerary; total cost per student and a detailed request for any additional financial support; provisions for adequate supervision, safety, and insurance coverage; arrangements for an approved commercial carrier to provide safe transportation; and, in the case of core-curricular excursions, provisions to provide meaningful educational experiences related to the District's core curriculum for students who choose not to participate in a trip.

3. School-operated and school-approved core-curricular excursions may be developed in conjunction with and organized by a professional student tour group or company and/or educational facility. To Be approved by the Board, any tour agency selected for a core-curricular or an extra-curricular excursion must obtain and validate sufficient comprehensive liability insurance coverage, which must specifically cover the tour agency's indemnification obligation as set forth in the following section and list the District, the Board of Education, its employees, agents, volunteers, insurers, successors, and assigns as additional insureds, with a minimum limit of \$1,000,000, including sexual abuse coverage, and an umbrella policy with a minimum limit of \$1,000,000 for the dates of the excursion. Evidence of insurance coverage, in the form of a certificate of insurance, naming CCSD 89 as an additional insured is required. Excursions will not be approved for individual staff members who do not organize the trip through a professional touring agency and/or educational facility that meets the above requirement.
4. The professional student tour group or company must agree to indemnify the District, the Board of Education, its employees, agents, volunteers, insurers, successors, and assigns from any and all legal liability arising out of a school-operated and school-approved excursion.
5. Parents must be provided with detailed information pertaining to: the rationale for the school-operated and school-approved excursion; total costs; an itinerary; directions for contacting students in an emergency; and information related to the behavior expected of students on the trip and penalties for non-adherence to the rules.
6. All students must have written permission from parents/legal guardians to participate in the school-operated and school-approved excursion. Written permission slips should provide pertinent health/medication information and an emergency number at which a parent or other responsible adult can be reached. The returned, signed permission slips shall be kept in the school office for the remainder of the school year after the completion of the trip.

The forms of any student who is injured while on the trip must be retained until the student reaches the age of twenty (20). Forms of any student who has been in any way negatively impacted by or who has caused significant problems while on the trip should be maintained for a minimum of one year after the completion of the trip, and forms of any student used by the District to support any disciplinary action shall be maintained in accordance with applicable student records laws and Board policies.

7. Participation in an excursion, although encouraged due to its educational value, must be voluntary. Students who do not participate shall not be penalized, and must be provided with meaningful, related educational experiences and/or materials that can be completed with appropriate supervision at school.

Before departure on the day of the school-operated and school-approved excursion, the teacher shall have filed with the principal a written list updating the pupils and chaperones who are participating in the excursion. This list shall be kept on file in the school office. The teacher shall also have available during the trip an accurate written list of names, phone numbers, and emergency contacts for all pupils and participating adults on the trip in case of an emergency. Students are expected to accept the responsibility for their conduct while participating in the school-operated and school-approved excursion. Students may be excluded from participating in a school-operated and school-approved excursion if, in the opinion of the supervisors or the administration, the student may not be trusted based on that student's past conduct. A student may also lose the right to participate in particular activities during a school-operated and school-approved excursion based on his/her overall conduct.

Financial Considerations

All school-operated and school-approved excursion expenditures such as entrance fees, meals, lodging, and transportation shall be assumed by the student unless otherwise stipulated by the Board. Any request for financial assistance must provide the Board with an explanation as to how and why the excursion qualifies as a school-operated or school-endorsed event.

Staff may be eligible to receive extra-duty compensation for participation in a school-operated or school-endorsed excursion.

Student Safety and Insurance

Student safety shall be a primary consideration during the school-operated and school-approved excursion. School-owned portable first aid kits and a school-owned cell phone must be taken on all school-operated and school-approved excursions, and a responsible adult must be designated for maintenance and usage of them. All non-school volunteers serving as excursion chaperones, must have a criminal background check performed and approved by the local law enforcement office, prior to being considered as a chaperone.

If an accident occurs, the teacher is responsible for notifying the principal immediately after the accident. A regular accident report shall be filed by the teacher and principal with the Superintendent. The insurance carrier shall be notified of any accident by the Assistant Superintendent for Finance and Operations on the form which the carrier provides.

Any accident and liability insurance held by the Board extends to the participants and supervisors of school-operated and school-approved excursions, unless otherwise stated by policy. Sponsors are directed to investigate additional insurance provisions that may be provided by or offered through transportation companies and/or a tour agency involved in planning an excursion. If additional insurance is available, this information must be shared with the Board and the parents of participants.

The camp that hosts the Outdoor Education experience provides liability insurance for participants while they are at the camp. Evidence of the camp's insurance coverage should be in the form of a certificate of insurance, with CCSD 89 shown as an additional named insured. The transportation company provides insurance for participants as they travel to and from the camp.

CCSD 89 provides liability insurance to cover claims against participating adults in the Outdoor Education excursion. Accidents that result in injury due to reasons other than gross negligence on the part of the camp, transportation company, or School District are the financial responsibility of the parent or guardian.

The principal or his/her school-operated and school-approved excursion designee is responsible for obtaining written accounts from witnesses, and supervisors regarding any accident that occurs while on an excursion. Within twenty-four hours, but as immediately after the accident as possible, the written statements should be obtained. Written statements should include a description of the injury, the cause(s) of the injury, the first aid measures that were taken, and any follow-up data that might be pertinent. Information related to the accident as well as the permission slip for the excursion must be retained until the student is eighteen years of age.

RESPONSIBILITIES OF CHAPERONES ON SCHOOL-SPONSORED AND SCHOOL ENDORSED FIELD TRIPS AND SCHOOL-SPONSORED AND SCHOOL ENDORSED EXCURSIONS

1. Volunteers are to set a high standard of conduct including but not limited to:

- a. Modeling behavior that is appropriate for the setting.
 - b. Wearing clothing that is appropriate for the setting.
 - c. Using language that is appropriate for children of this age.
 - d. Refraining from the use of drugs or alcohol while on the field trip or excursion.
 - e. Smoking only in designated places that are outside the view of students.
2. Follow all rules established by the administration, camp, or institution.
 3. Follow all pertinent policies of District 89.
 4. Other children under the care of the volunteer, other than their own child or children involved directly in the trip, may not accompany him/her when he/she serves as a chaperone on an excursion.
 5. Be in good health and free of any communicable disease.
 6. Volunteers participating on excursion trips must have a criminal background check completed and approved before being allowed to participate.

CROSS REF: Policies 6:250 (Community Resource Persons and Volunteers); Regulation 6:250-R; Forms 6:240-F1 to F3

REGULATION

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