

Section 7000 – Instructional Program

The teacher shall notify and seek approval of the Principal for each trip planned and of the resources needed in advance of the trip. Each building Principal shall develop appropriate forms to notify parent(s)/guardian(s) of forthcoming field trips and excursions. Said form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, anticipated costs to the student, if any, and a space where the parent(s)/guardian(s) may ask that his/her child be excused, said parent(s)/guardian(s) to state the reasons for the requested exemption.

1. Field trips must fit into the accepted District curriculum for the grade level of the students involved and for the subject matter which is being studied. Staff will evaluate the following factors in the selection of field trips:
 - a. Value of the activity to the educational program.
 - b. Relationship of the activity to classroom instruction.
 - c. Suitability of the activity and distance traveled in terms of the students' age level.
 - d. Mode and availability of transportation.
 - e. Cost and source of revenue.
2. All arrangements for field trips must be approved in writing by the school Principal, Supervisor (if no Principal is assigned), or Program Director.
3. Over night, out-of-country, and out-of-state field trips must have the advance approval of the Principal and Superintendent. The itinerary and rationale for the trip, including time of departure, route, rest and lunch stops, and approximate time of return will be determined by the teacher and approved in advance by the Superintendent.
4. Early notification to parents/guardians regarding field trips is essential. A complete description of the field trip must be provided to parents/guardians two (2) weeks in advance of the trip. Notification to parents must follow written approval of the field trip.
5. All field trips must be within budget.
6. Field trips must be supervised by certified personnel.

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7. On-the-job training, co-op training, or work experience training which are part of the instructional program are not considered to be field trips.
8. Field trips to amusement parks for students in Grades 7 to 12 and in Adult Education may be permitted if the trip is related to the educational program.
9. Students shall participate in field trips only with written permission of their parent/guardian.
10. Adult chaperones may also accompany the students. All chaperones must be at least 21 years of age and must meet other minimum criteria as determined by the building Principal, supervisor, or program Director. The number of chaperones (i.e., parents and school staff) should be no less than the pupil/teacher ratio in effect at the school. Under certain circumstances, a lower pupil/teacher ratio may be required. Such processes must include the requirement for a criminal background check, application forms that require disclosure of any criminal convictions for crimes involving children. Adult chaperones accompanying children on overnight trips will be required to submit to a criminal background history check.

Teachers, Principals, supervisors, and program Directors shall inform adult chaperons of their duties and responsibilities.
11. Students will be encouraged to participate in the instructional field trip; however, those not participating must be provided with an alternative educational program for the day.
12. Transportation by school-owned vehicle or commercial common carrier is encouraged for all field trips. Student who ride the bus going must return on the bus unless permission to return in another manner is requested in writing to the teacher or sponsor by the parent/guardian.
13. When a school vehicle or commercial common carrier cannot be arranged, private vehicle(s) may be utilized at the approval of the Principal, supervisor, or program Director. When private vehicles are used, the driver(s) must be at least 21 years of age and have a valid Michigan driver's license with no known court-ordered restrictions. The owner of the vehicle must provide proof of liability insurance in the amounts of \$100,000 and \$300,000. Employees and volunteers are encour-

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- aged to maintain liability insurance in the amounts of \$250,000/\$500,000 and to also have uninsured and underinsured coverage. Written permission of the parent/guardian must be secured for such transportation and drivers/owners are to be advised that any legal obligation from the operation, maintenance, or use of the motor vehicle will be governed in accordance with the Michigan No-Fault Act. Students shall not be permitted to drive unless they meet all requirements indicated in the rules and regulations.
14. These rules and regulations, with the exception of Item #10, also apply to non-instructional field trips occurring during the regular school year, including class trips and field trips which occur when school is not in session (e.g., band camps, tournament travel, school club activities, and similar school functions).

Unauthorized Tours/Excursions

A tour is an extended trip arranged independently by a staff member and/or parent/guardian and is not associated with the District. Such tours commonly occur only during school vacation periods. The Board will not sponsor any such tours or excursions that may involve students and the rules and regulations outlined in this policy must be clearly defined to the students and parents/ guardians involved as not being school-sponsored. Staff members may not arrange, promote, or plan such tours using school supplies or materials on school property or during school hours.

Chaperones

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones for field trips or excursions are free of criminal convictions for any offenses involving children.

When serving as a chaperone for District field trips, the parent(s)/guardian(s), or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day's activities for students. Chaperones shall be given a copy of these rules, and sign a letter of understanding verifying they are aware of, and agree to, these District rules before being allowed to accompany students on any field trip or excursion. Any chaperone found to

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have violated these rules shall not be used again as a chaperone for any District sponsored field trips or excursions and may be excluded from using District sponsored transportation for the remainder of the field trip or excursion and be responsible for their own transportation back home. Employees found to have violated these rules may be subject to disciplinary action.

If the use of privately owned vehicles for a field trip or excursion is contemplated, all requirements set forth in policy 4350 shall be followed.

Full details of field trips rules/regulations or procedures shall be published in the appropriate faculty, staff, parent/guardian, and student handbooks.

Rules Accepted: June 29, 2009