



Book	Administrative Guideline Manual
Section	2000 Program
Title	FIELD AND OTHER DISTRICT-SPONSORED TRIPS
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2340 - **FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The South-Western City Schools Board of Education recognizes that a variety of learning resources are available in the community for improving the quality and depth of educational and athletic experiences. To best accommodate field trip and athletic trip requests, and keeping within the parameters of Board Policy, schools are required to follow these guidelines.

Educational, Athletic, and Music Trips

- A. All athletic and educational trip requests must be submitted to the Director of Business and Administrative Services for approval at least three (3) weeks in advance of the trip either by completing a Field Trip Request (Form 2340 F1) or by entering the trip online through Trip Tracker.
- B. Food stops must be indicated on the trip request form for both educational and athletic trips.
- C. Trip request changes must be made at least two (2) weeks prior to the trip (re-scheduled athletic events may be an exception).
- D. Non-participating students or other children are not permitted to ride school buses for educational or athletic trips due to liability issues.
- E. Sunday and holiday trips are not permitted unless approved by the Superintendent or designee.
- F. Fund lines must be completed for all trips. The Board funds a select number of trips out of the general fund (see Board of Education Funded Trips). Other trips must be paid for out of building, departmental, boosters, grant or PTA funds.
- G. The number of adults chaperoning the trip must be adequate enough to provide proper supervision of students. The number of adults will vary according to the age and needs of the students. Principals, teachers, and coaches should work together to assure proper supervision. At least one (1) chaperone or staff member must ride in each vehicle to supervise students on the trip and upon return to the District. One (1) chaperone must have completed the Medical Administrative Training.
- H. Parent permission slips must be on file at the school for students to participate in educational and athletic trips.
- I. Student cell phone use is prohibited on school buses unless authorized by a staff member or bus driver.
- J. Students are permitted to use other electronic devices (Walkman, electronic games, etc.) unless otherwise directed by staff member or bus driver.

Educational Day Trips

- A. All day educational trips must be scheduled between 9:30 a.m. and 2:00p.m. Departure times must be no earlier than 9:30 a.m. and the bus must be returned at the school no later than 2:00 p.m. **Teachers must plan to leave the fieldtrip site by 1:30 p.m. to return to the school by 2:00 p.m.**
- B. Educational trips must demonstrate a relationship to the curriculum which must be indicated on the Field Trip Request (Form 2340 F1).
- C. All educational trips must be approved by the building principal prior to submitting the request to the Director of Business and Administrative Services.
- D. Food stops must be indicated on the Field Trip Request (Form 2340 F1).
- E. No educational trips will be scheduled for late start/early dismissal days.
- F. **The last day for educational field trips is May 24, 2019.**

Athletic and Music Trips

- A. Departures before 4:15 p.m. – buses will be provided if sub drivers and spare buses are available.
- B. Travel distance for non-league competitions is limited to fifty (50) miles unless approved by the Superintendent or designee.
- C. Food stops must be indicated on the Field Trip Request (Form 2340 F1) or the Trip Tracker online form.
- D. Both players and cheerleaders will travel on the same bus for away athletic trips.

Overnight and Out-of-State Trips

- A. All overnight and out-of-state trips must be approved by the building principal and submitted to the Director of Business and Administrative Services using a Trip Request Form For Out-of-State And/Or Overnight Trips (Form 2340 F2).
- B. Overnight and out-of-state trips must be submitted to the Board for approval at least two (2) months prior to the date of the trip.
- C. Parents and students must complete and sign a Parent Consent Form Out- of-State and Out-of-the-Country Educational and Athletic Trips (Form 2340 F3) prior to the student participating in an out-of-state or out-of-the country educational/athletic trip.
- D. Overnight and out-of-state field trips must have an itinerary or agenda attached to the request.

Superintendent's Authority to Cancel Athletic or Educational Trips

- A. The Superintendent or designee has the authority to cancel any educational or athletic trip at any time to preserve the health and safety of individuals participating in school-sponsored trips.
- B. Out-of-state and out-of-the-country trips for specific destinations will be cancelled if the United States Department of State Bureau of Consular Affairs issues travel warnings to those respective destinations.
- C. Before a student is permitted to participate in any out-of-state or out-of- the-country trips parents/guardians must sign a release, Parent Consent Form Out-of-State and Out-of-the-County Educational and Athletic Trips (Form 2340 F3) indicating an understanding that trips could be cancelled, even at the last minute, if the Superintendent or designee determines there is a threat to the health and safety of individuals participating in such trips, and that such trips will be cancelled if the United States Department of State Bureau of Consular Affairs issues travel warnings for specific destinations. Parents are encouraged to become familiar with the United States Department of State's travel warning system in order to make an informed decision as to whether they wish their children to participate in any out-of-state or out-of-the-country trip. By signing this release parents/guardians understand cancellation of a trip pursuant to this policy could result in their loss of deposits or costs of the educational or athletic trip. The South-Western City School District shall be harmless for loss of trip deposits or costs due to cancellation of trips pursuant to this policy.
- D. If the United States Department of State Bureau of Consular Affairs should issue a travel warning to a specific destination while students are on an educational or athletic trip to that destination, the Superintendent or designee, with input from appropriate authorities, will determine steps to maintain students' health and safety at that given time.

Board of Education Funded Trips

A. Athletic

1. all regularly scheduled league contests
2. sectional/state contests related to league contests
3. bands that accompany teams to regularly scheduled league contests
4. trips such as power-lifting, elective scrimmages, competition cheerleading, flags, etc. will not be paid out of the general fund

These competitions must be financed out of Booster, PTA, or building funds.

B. Educational

1. only trips required as part of the curriculum are considered board- paid trips.
BPA, DECA, etc., fall in this category.
2. other elective trips to the Columbus Zoo, Statehouse, Columbus Museum of Art, CCAD, German Village, etc, must be financed out of Booster, PTA, or building funds.

C. Music

1. marching band – three (3) contests (two (2) and the OMEA District and State)
2. orchestra – OMEA District and State
3. choir – OMEA District and State
4. concert band – OMEA District and State
5. show choir – three (3) contests
6. anywhere when the groups would represent the District (e.g. Fourth of July Parade at the request of the Governor, Mayor, etc.) these trips still must be approved by the principal and submitted to the Director of Business and Administrative Services.

Trip Costs

Trip costs for the 2018-2019 school year are \$22.50 per hour and \$2.00 per mile.

Other Information

- A. Permission slips – must be secured and on file at the student's home school prior to the trip per building procedure.
- B. Medication – secure student's medication and check with school nurses concerning medication administration one (1) week prior to the trip.
- C. Lunches – principals should notify the head cook when students will not be at school for a field trip at least one (1) week ahead of the trip date.

Questions/Information

- A. Questions concerning approved trips should be directed to the Transportation Department Office by email or phone at 801-8592.
- B. For overnight and/or out-of-state trip approval or general policy questions concerning trips, contact the Director of Business and Administrative Services, by email or phone at 801-3062.

- Revised 12/05
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