

FIELD TRIPS

I. Scope

The intent of this regulation is to establish procedures for planning, conducting, and financing field trips in support of the instructional program and student activities.

Colorado Springs School District 11 (the District) sponsored field trips are intended for District staff, students and volunteers only. Non-students (students not enrolled in the District class or classes participating in the field trip activity) may not attend District sponsored field trips.

II. Requirements and Plans for Field Trips

A. Student Participation

1. Student participation shall not be required for an instructional program field trip. If a student chooses not to participate in a scheduled instructional program field trip, the school shall provide an appropriate educational alternative.
2. Absences related to field trips will be administered in accordance with Board Policy JH, Absences and Excuses

B. Appropriate Field Trips

1. Field trips shall not be approved if:
 - a. They require travel time that would be too long for the age of the students involved.
 - b. They require inordinate expense – except for international travel approved by the Global Education Department.
 - c. They require excessive or inappropriate absence from school.
 - d. They are deemed to be too hazardous, dangerous, or entail excessive risk.
2. Field trips organized independently by employees, students, parents, or a commercial tour company will not be considered District- sponsored;
 - a. It is not to be advertised as District-approved. The District or school name, logo, or mascot image is not to be on any related document.
 - b. The organization of the trip, solicitation of participants for it, and attendance at any related meeting, while on contract or instructional time, is prohibited.
 - c. The use of the District or school letterhead, including District forms and e-mails, to advertise or convey any information about the trip is prohibited.
 - d. Use of District facilities, in connection with the field trip, must

adhere to Board Policy KF, Community Use of District Property (for Non-District Use).

- e. Insurance coverage, as well as any other appropriate coverage will not be provided by the District. It is highly recommended that separate insurance be in place. Further, District employees will not be covered under District insurance and will not be considered working within the course and scope of their role as a District employee.
3. Out-of-country field trips organized and approved through Global Education will be considered District sponsored. See Regulation IJOA-R-2 for guidelines.

C. Student and Teacher Coordination

Careful planning and follow-up to each field trip shall be carried out by teachers in cooperation with their principals, using the following minimal guidelines:

- 1. Planning by the Teacher
 - a. The trip is scheduled as part of a planned sequence of coherent educational activities.
 - b. Approval by the principal and/or other required approvals are obtained before planning for, raising funds or publicizing the trip.
 - c. Permission, transportation, and other required forms are distributed and assured as completed.
 - d. Qualified, supervisor-volunteers are identified, registered with Volunteer Services and Community Partnerships, and briefed. A background check may be required and processing can take up to six weeks (9 to 12 weeks for extensive background checks).
 - e. Parental permission and medical forms are distributed and assured as collected.
 - f. A staff member certified in CPR and first aid, as required by the Colorado Department of Public Health and Environment, must be in attendance on the field trip (see Board Policy JLCE, First Aid and Emergency Medical Care).
 - g. Physical arrangements for rest stops, food, etc., are made.
 - h. Contingency plans in the event of bad weather, traffic emergencies, or other unforeseen events are compiled and available at the school.
- 2. Planning with Students
 - a. Purpose of the trip is discussed.
 - b. Safety rules and appropriate dress are reviewed.

- c. Food, rest stop accommodations and contingency plans are discussed.

D. Parent or Guardian Permission

- 1. Parents and Guardians shall be informed of the date(s), destination(s), purpose(s), activity(ies), mode(s), of transportation, the existence of third-party contract terms, and emergency contact(s), if private or leased vehicles are used, for each field trip or series of field trips. All this information shall be provided with the appropriate permission form which must be signed by a parent or guardian for each student who will be participating. The school shall retain these authorization forms until the end of the following school year.
- 2. If the trip could potentially involve swimming in a hotel or motel swimming pool or beach where no lifeguard is on duty, the parent/guardian or adult student (18 or over), shall sign an informed consent form, if allowing the student to swim without a lifeguard on duty.
- 3. Translation of the permission form will be available upon request.

E. Supervision

The principal shall determine the level of supervision required. However, the student-adult ratio should not be greater than 10:1 to ensure the safety and effective supervision of the students. All individuals participating in field trip activities must register with Volunteer Services and Community Partnerships. Volunteers participating in overnight field trip activities must pass an extensive criminal background check.

F. Personal Property Searches

To provide appropriate supervision and assure no use of illegal substances or dangerous items on overnight field trips occur, a search of student personal property or student lodgings may be conducted at any time during the field trip.

III. Provisions and Requirements for Transportation

A. Arrangements for Transportation

- 1. Mode of Transportation

When determining which mode of transportation to use for a field trip, planners should always consider the safest mode of transporting our students. In addition, costs and time requirements shall be part of the planning process.

- a. District Bus Transportation

- (1) Using a school bus for field trips is considered the preferred option for transporting students when driving is the

chosen mode. Field trip sponsors should always request transportation support from the District's Transportation Department prior to exploring and confirming alternative means of transportation.

(2) All field trips shall be requested pursuant to the instructions on the District's Transportation Department's web page: (see d11.org/Departments/Transportation)

The request should include all information regarding the trip and all desired deviations from normal routing. This should include any intermediate stops for multiple trip locations, to include stopping for meals.

(3) Submission Time Frame. All requests must be received by the Transportation Department no later than thirty (30) calendar days prior to the requested trip date. A confirmation copy will be returned to the school after the Transportation Department has scheduled the trip.

(4) Teacher/Sponsor. The teacher/sponsor shall instruct students prior to the trip on safe riding practices and standard of conduct. A teacher or adult sponsor is required to be on board each bus operating in support of the field trip. The teacher or adult sponsor shall be seated behind the last student to observe and monitor student conduct and safety while en-route. If a student's conduct on the bus becomes a distraction to the driver, and adversely affects his/her ability to safely operate the bus, the driver will promptly stop the bus and request the teacher/sponsor to correct the situation. Should a problem develop during the course of the field trip that is not handled properly or adequately by the teacher/sponsor, the situation will be reported to the principal or the Transportation Department.

(5) Driver. The driver is responsible for the safe operation of the bus. Teacher sponsors should not expect the driver to supervise students who have misbehaved during the field trip.

(6) Students. Proper student conduct on the bus is essential to ensure the safety of all passengers. Students should keep the noise level to a minimum to ensure that traffic sounds and emergency conditions are recognizable to the driver. All passengers must remain seated while the bus is in motion. Eating on the bus is not permitted without driver approval. Students will not throw or extend any part of their body or other objects from open windows of the bus.

(7) Baggage and Equipment. State regulations direct, "school transportation vehicles shall not transport any items, materials or equipment which in any way would endanger the lives, health or safety of the passengers or driver." Baggage and equipment that is to be loaded on a bus for a field trip shall be placed in or under the seats and must be secured. Items placed in seats must allow for direct passenger access to the center aisle. The entrance door, aisle and emergency door must remain clear and unobstructed. No baggage or

equipment shall be stored on top of or placed on the seat backs. Passenger, baggage and equipment mix should be taken into consideration when determining the required support. The luggage should be placed in the front and/ or rear seats. Students should not be in the same seat as luggage.

(8) Volunteer Drivers. Should volunteers be asked to transport students on field trips, the provisions of Policy EEAG must be followed.

b. Commercial Carriers and Travel Agents

All arrangements made through an outside source shall be approved at the appropriate District level. Copies of all documents, contracts, and quotations are to be submitted along with the required forms for approval.

(1) The principal shall ensure that parents and guardians are notified as to the details of the field trip concerning commercial carriers and travel agencies.

(2) Procurement of all outside services shall be handled in accordance with Board Policy DJ Procurement and Contracting and the District's Acquisition Regulations.

IV. Compensation

Teachers will be paid in accordance with the Master Agreement for overnight supervision unless it is a voluntary field trip approved by the Global Education Department. Voluntary field trips through the Global Education Department will not adhere to additional pay. Teachers or District staff may not charge students or the District additional fees for personal services provided.

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CROSS REFS.: DFG, Revenues Generated from Activities and Fundraisers
EEAG, Student Transportation in Private Vehicles
GBEBC, Gift to and Solicitations by Staff
IJOA, Field Trips
IJOA-R-2, International Field Trips (Regulation)
IJOC, School Volunteer Services
JLCD, Administering Medicines to Students
JLCE, First Aid and Emergency Medical Care
JH, Student Absences and Excuses