

FIELDTRIP REQUEST

The board of trustees recognizes that students benefit from educational experiences outside the classroom. Fieldtrips designed to provide such an experience for the student may be approved on a case-by-case basis. Factors such as the age of the students, quality and uniqueness of the experience, and availability of chaperones and transportation, among others, will be considered in determining whether or not a fieldtrip will be approved.

Mountain Home School District No. 193 will follow the provisions of this policy to help ensure the safety of all students, staff, and volunteers while participating in school-sponsored fieldtrips.

DEFINITIONS

“School-sponsored” means a fieldtrip for students where school funds may pay for the trip, it is part of the educational process, it is supervised or staffed by school employees and parent volunteers, and it is approved by the appropriate administrator.

“District vehicle” means any vehicle owned or contracted by the school district. This is the preferred method of transportation. The district-contracted school bus is the preferred means for transportation. For smaller groups, such as small clubs and teams, a school owned vehicle may be the most cost-effective method of providing school transportation. A school owned vehicle with a rated capacity of fifteen (15) or less (one (1) driver and fourteen (14) passengers) must be used. (If the school owned vehicle has a capacity greater than fifteen (15), it is considered a “school district contracted bus” and must be designed and equipped as such.) The staff organizer or another school district employee will drive the school owned vehicle.

“Non-district vehicle” means any vehicle not owned, borrowed, or contracted by the school district including, but not limited to, rental cars and privately-owned vehicles. This is the least preferred method of transportation. Private vehicle drivers must provide proof of vehicle insurance with state required minimum liability limits of \$25,000 per person/\$50,000 per accident, and \$15,000 property damage.

“Volunteers, Chaperones, & Drivers” means any person, preferably a parent whose child will be on the fieldtrip, 21-years or older, with a valid driver’s license, and who passed a background check if they have unsupervised contact with students.

STUDENT PARTICIPATION

No student may be excluded from participating in a fieldtrip due to inability to pay or a documented disability. Schools that offer fieldtrip opportunities will provide an equal opportunity for participation by all students.

A student may be excluded from a fieldtrip upon request of the parent/guardian or the student may be excluded for a nondiscriminatory reason(s) that is communicated to the student and parent/guardian in advance of the fieldtrip.

PROCEDURE – The procedures for taking a fieldtrip are as follows:

1. **Definition of Fieldtrip:** A fieldtrip is any type of journey or excursion away from school property, which is taken with school students, with a teacher(s) or other employee(s) in charge. The fieldtrip is for educational purposes and should be completed during the school day. If the trip is organized as part of a classroom's activities and/or a teacher is in charge of students that leave the school grounds for any purpose, it is considered a fieldtrip whether it is held during the school week, after school hours, and/or on the weekend. A trip is not a fieldtrip where students participate in sanctioned competitive activities (secondary athletic activities, high school competitive extra-curricular activities, sanctioned tournaments, music and drama competitions where ratings are received, etc.).
2. Since safety of students is a primary concern, the recommended ratio of adult supervision is one adult to ten (10) students. Plans should be made to minimize opportunities for accidents.
3. Students are not allowed to drive on a fieldtrip without written permission of parent or guardian, the building administrator, and the superintendent of schools, or designee. Students will not be allowed to drive other students.
4. Use of personal vehicles is discouraged; however, in the event no other option is available, the driver must adhere to the following stipulations:
 - Be at least 21-years of age
 - Possess a valid driver's license;
 - Private vehicle drivers must provide proof of vehicle insurance with state required minimum liability limits of \$25,000 per person/\$50,000 per accident and \$15,000 property damage.
 - Private insurance will be first carrier sought for payment;
 - Driving record may be reviewed;
 - Complete a criminal history check (if driver will have unsupervised contact with students);
 - Children must be properly restrained at all times while riding in the vehicle. Children under 13-years old must be transported in rear seats where it is practical to do so; all occupants shall use seat belts;
 - Specific Parental Permission – When students will be transported by adult volunteer drivers in private vehicles, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with a volunteer driver;
 - Parent Provided Transportation – Parents/guardians may elect to transport their student to and/or from an extended or day fieldtrip. If the student is transported via means other

- than the transportation arranged by the school, the parent/guardian must release the district from any and all liability that may arise as a result of this alternate means of transportation. For certain non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity.
- Use most direct route; and
 - Mileage to drivers of personal vehicles will not be paid without written permission from the superintendent.
5. The following steps must take place before the building administrator gives approval:
- a. Staff member must make a request to the Building Administrator in writing using the MHSD Fieldtrip Request Form (577.10F1) listing the activities to take place, the educational objectives, the actual location of the fieldtrip, date(s) and time(s) of the fieldtrip, and any unusual safety problems that might occur. Sponsors of fieldtrips must not announce the trip to students or solicit student participation prior to receiving full approval for the trip.
 - b. Requests for approval of fieldtrips should be submitted to the building principal at least forty-five (45) days in advance of the fieldtrip or as soon as feasibly possibly.
 - c. The building administrator will discuss with the staff member the proposed fieldtrip and may impose restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval.
 - d. If the trip includes going out of state or staying overnight, the trip must be reviewed and approved by the Board of Trustees before students are notified of the trip.
 - e. School clubs must have board permission for trips out of state or overnight, even if they pay their own way. School clubs, which are taking trips for any reason, will have trips considered as fieldtrips. Ski clubs are to have Board of Trustees approval for all trips because of the liability factor.
 - f. All approved requests are for the current school year only.
6. The completion of the Fieldtrip Request Form must follow these guidelines:
- a. All fieldtrips must have the building administrator's approval and the building administrator's signature.
 - b. Any walking trip from the school that does not expose students to unusual danger does NOT require the submission of the Fieldtrip Request Form to the District Office. A form for these trips should be filled out and kept in the building administration office.
 - c. All trips requiring the use of vehicles need a Fieldtrip Request Form submitted to the District Office for approval. This must be completed at least five (5) working days prior to the fieldtrip (sooner would be preferable).

- d. All fieldtrips out of state or overnight require board permission.
- e. If bus transportation is required, the building requesting the transportation must fill out the Request for Transportation Form.

VOLUNTEER CHAPERONES AND DRIVERS

Chaperones will ensure students have supervision at all times while on a school-sponsored fieldtrip. All district employee and volunteer chaperones will perform the following duties while on the fieldtrip:

1. Enforce strict compliance with all school and extended fieldtrip rules.
2. Refrain from using tobacco and consuming alcoholic beverages or drugs for the entirety of the fieldtrip.

All non-employee chaperones/drivers will be crosschecked against the statewide sex offender registry if they have unsupervised contact with students. Additionally, all non-employee chaperones/drivers who will have unsupervised contact with students must obtain a criminal history check by completing a ten (10) finger fingerprint card or scan at the individual's expense. At the discretion of the superintendent, any other non-employee chaperones/drivers may be required to undergo a criminal history check at the individual's expense.

FOOD

Meals, snacks, and/or drinks may be provided by the school, brought from home by the students, cooked at the fieldtrip location, or by stopping at places such as restaurants and grocery stores. Parents/guardians will be notified in advance of how food will be provided on the fieldtrip. Special student requirements or allergies must be noted on the school building's Fieldtrip Parent Consent Form.

PARENTAL INFORMATION AND CONSENT

Parents/guardians will be provided with a written fieldtrip itinerary and informed about planned fieldtrip activities, including any potential safety risks. Necessary documents requiring signed parent/guardian consent to participate will be distributed and must be returned with appropriate signatures to the school and reviewed by the school administration before the trip. Information sent to the parents/guardians will include:

1. A letter from the school about the fieldtrip.
2. Fieldtrip details and itinerary, including means of transportation and food arrangements (if applicable).
3. Items a student should and should not bring on the trip, including type of clothing needed.

- 4. A building Fieldtrip Parent/Guardian Consent Form, including health information, emergency contacts, and permission for emergency treatment, along with any other building required information.

A single permission form can be used for the same activity occurring several times on a regular basis (such as a choir performing at various locations).

STUDENT RESPONSIBILITIES

Students are expected to be knowledgeable about the rules governing student conduct. Fieldtrips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed during participation of the fieldtrip.

Students who violate any school policy during a fieldtrip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.



LEGAL REFERENCE:

Idaho Code Section 33-512(2)(16) – Governance of Schools
 Idaho Code Section 33-130 – Criminal History Checks for School District Employees or Applicants for Certificates or Individuals Having Contact with Students – Statewide List of Substitute Teachers

ADOPTED: (Originally a non-policy procedure – September 10, 2001; Revised – September 1993; Revised – September 10, 2001, Reviewed – October 16, 2007; Revised – August 10, 2011; Revised – September 18, 2012)

ADOPTED: April 18, 2017

NOTE: Idaho’s state mandated insurance minimums for drivers are \$25,000 per person/\$50,000 per accident and \$15,000 property damage; however, the district should contact its insurance carrier to ensure that the minimum state requirements satisfy its own insurance requirements (if different, adjust the minimum insurance requirements above under “Vehicle Insurance”) and that the district has adequate liability insurance to protect the school district, staff, chaperones, and students while participating in extended fieldtrip activities. Additionally, all non-employee chaperones/drivers must be crosschecked against the statewide sex offender registry and all non-employee chaperones/drivers who will have unsupervised contact with students must obtain a criminal history check by completing a ten (10) finger fingerprint card or scan.