

7.30 FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. Arouse new interests among students;
- C. Help students relate school experiences to the reality of the world outside of school;
- D. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience; and
- E. Afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any approved travel by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which take students more than 240 miles from the District and/or are planned to keep students out of the District overnight or longer or out of the State.

The Superintendent shall approve all other such trips.

The Board shall assume the costs of field trips; no regularly-enrolled students shall be charged a fee for participation in field trips on school days. This applies equally to Board-owned buses and privately-owned buses. Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to all Board policies including the Code of Student Conduct.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent.

Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's guidelines for extended trips.

The Superintendent shall ensure that the operation of both field and other District-sponsored trips address:

- A. The safety and well-being of students;
- B. Parental permission is sought and obtained before any student leaves the District on a trip;
- C. Each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. The effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. Each trip is properly monitored;
- F. Student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip; and
- G. A copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

School vehicles are not to be used if the entire distance traveled outside the State is more than 150 miles.

APPLICATION TO SCHEDULE A FIELD TRIP

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FRANKLIN LOCAL SCHOOLS

360 Cedar Street

P. O. Box 428

Duncan Falls, Ohio 43734

Date _____

Name _____

-

Date(s) of Trip _____ Destination _____

-

Purpose of Trip _____

-

Trip Coordinator _____ Number of Students _____

-

Name(s) of Teachers: _____

-

Grade and/or Subject: _____ Building _____

-

Name(s) of Chaperone(s): _____

-

-

Type of Transportation Desired _____ Alternate Date(s) _____

-

Time of Departure From School _____

-

Estimated Time of Arrival at Activity _____

-

Estimated Time of Departure From Activity _____

-

Estimated Time of Arrival at School _____

-

Attach a sample parent communication letter with appropriate consent form.

APPROVED	REJECTED	SIGNATURES	DATE
_____	_____	_____	_____

Building Principal

_____	_____	_____	_____
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Transportation Supervisor

APPROVED	REJECTED	SIGNATURE	DATE
_____	_____	_____	_____

Superintendent

FRANKLIN LOCAL SCHOOLS

360 Cedar Street

P. O. Box 428

Duncan Falls, Ohio 43734

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Trip Ticket for Field Trip

Trip Ticket #

-

Date _____ Trip Coordinator

-

Number of Students _____ Number of Buses to Be Used

-

Destination

-

-

Chaperones

Date Of Trip

Departure Time

Time Of Return

-

Charge Fee for Bus Driver to

-

A listing of participating students is attached. All students approved pending receipt of parent permit slips.

Approved,

Superintendent or Designee

Beginning Odometer Reading _____

-

Ending Odometer Reading

-

Total Mileage

-

Click here for [PARENT CONSENT FORM](#)