

PROCEDURE FOR REQUESTING SCHOOL TRIP APPROVAL

A. Definitions

1. School trips are activities outside the regular school setting which relate to goals and objectives in the Michigan *Standard Course of Study*.
2. A non-sponsored trip/tour is defined as a group tour sponsored by an individual teacher or teachers, a travel agency, or any other individual or association, but not sponsored by a school or the Board of Education.

B. General Criteria

1. All proposed school trips for the entire school year are to be submitted by November 15 to the principal and held on record at the school. The **School Trip Approval Request Form (Form A)** may be completed at a later date. Outstanding opportunities not announced or available at the beginning of the year may be considered by special request.
2. The trip must be related to the curriculum and an extension of classroom activities and should provide a learning experience that could not be provided in the local school setting. It is the principal's responsibility to assure that each trip is related to specific educational objectives, is thoroughly planned, and that students are not unduly jeopardizing other academic responsibilities by participating in a school trip. Special attention should be given to the timing of a trip and the administration of marking period tests and state exams.
3. The trip must be reasonable in terms of time, distance, cost, and may extend beyond the school day to ensure adequate visiting time on site.
4. A teacher, principal, or other school official will be responsible for conducting the trip and will plan with careful consideration for student safety and well-being. Parents will be provided a list of rules and regulations for students going on the trip.
5. **Background checks are required for all non-staff chaperones prior to being considered as a chaperone.**
6. Written parental consent is required on the **Informed Consent for School Trip Form (Form B)** for a school trip before the trip takes place.
7. An appropriate educational experience and proper supervision must be supplied for any student whose parent/guardian does not permit him to participate in a school trip.
8. Every effort shall be made to see that no student is denied the opportunity to participate in a school trip because of the inability to pay.
9. Trips must have Board approval prior to the start of fundraising activities.

10. A student may be excluded from a trip based on the recommendation of a teacher with the principal's approval. In grades 7-12, the names of proposed school trip participants will be circulated to all teachers giving them the opportunity to review the current academic standing of students.

11. The principal or designee will arrange transportation through the Transportation Department. The Department will provide transportation in the following order of priority:

- a. Vehicles owned by the Beecher Community School District
- b. Privately chartered buses

Privately chartered vehicles should be used only when vehicles owned Beecher Community School District are unavailable.

12. Private vehicles may be used only for small groups of students participating in contests, competitions, or area meetings. Parents of the students are to be notified by using the **Transportation in a Privately Owned Vehicle Permission Form (Form C)** and the owner of the vehicle must complete an **Assumption of Liability Form (Form D)** and the parents must also acknowledge in writing that they have received notice that the board's liability insurance does not cover the use of private vehicles to transport students for school activities.

13. Schools should annually review school trips and avoid duplication of visits to the same site for the same purpose.

14. A signed **Informed Consent for School Trip Form (Form B)** for each student participating in a school trip must be in the possession of the lead school sponsor throughout the trip and a copy of this authorization on file at the school.

15. At all times the individual(s) supervising the trip shall have the name, address, and home and business telephone numbers of the parents/guardians of the students.

16. All sections of the School Trip Request Form must be fully completed. A detailed agenda should be attached.

17. If the principal, central office representative, superintendent, or Board of Education disapproves a trip, the reason must be stated on the form.

C. Day Trips

1. Day trips whose destinations are in Genesee County require only the approval of the school principal.

2. Day trips outside of Genesee County require the approval of the school principal and the School Board.

3. The School Trip Approval Request Form must be submitted to the school principal at least 30 calendar days before the day of the proposed trip.

4. Adequate supervision **must be** provided throughout the trip. Ratios of adults to students should be determined by the nature of the trip and age of the students, but as a general guide, the board requires the following minimum adult to student ratios:

Middle-High School: 1 adult for every 10 students

5. Day school trip requests outside of Genesee County must have the approval of the Board and must be sent to the Board no later than **30 calendar days** before the date of departure.

6. Once the field trip has been placed on the Board's agenda, the sponsor must attend the Board meeting to address any possible questions.

7. Any changes in the plans of a school trip that occur after the form has been generated must be communicated to the principal and superintendent by memo prior to departure.

D. Overnight Trips

1. **All overnight trips require the approval of the Board of Education.**

2. The school trip request should include a detailed itinerary with no unsupervised time.

3. The principal will forward approved school trip requests to the superintendent no less than 30 **calendar days** prior to the next scheduled board meeting. Exceptions to these date requirements will be considered in situations where the scheduling of an event is beyond the control of the Beecher Schools.

4. Adequate supervision must be provided throughout the trip including a security plan (location of chaperones, room arrangements, hotel security). Ratios of students should be determined by the nature of the trip, but as a general guide, the board requires the following minimum adult to student ratios: 1 adult for every 10 students.

5. Groups including male and female students shall have male and female chaperones.

6. For the protection of all field trip participants, student luggage may be subject to a random search.

7. The superintendent and principal will submit overnight school trip requests to the Board of Education for final approval or disapproval.

8. Any changes in the plans of a school trip that occur after the trip has been approved must be communicated to the principal and superintendent in writing prior to departure of the trip.

MISSION: To empower students to be successful academically and socially in a global society.

FORM A

School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 30 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 30 days prior to trip and forwarded to the Board 30 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Departure Date: _____ Return Date: _____

School/Department/Grade Level: _____

School Trip Sponsor: _____

Phone & Extension: _____

Purpose of Trip: _____

Destination (Name & City): _____

Number of Students (Attach List): _____

Number of Staff Chaperones (Attach List): _____

Number of Non-Staff Chaperones (Attach List): _____

Total Number Transported: _____

SECTION B: Type of Trip (check all that apply)

In-County Trip

Out of County Trip

Out of State Trip

International Trip

Athletic Event

Overnight Trip

SECTION C: Mode of Transportation

Activity Bus

Privately Owned Vehicle

Charter Bus

Airplane

Walking

SECTION D: Scheduling and Trip Associated Costs

Departure Date: _____

Return Date: _____

Departure Time: _____

Return Time: _____

Departure Location: _____

Number of Buses Requested: _____

Projected Cost of Trip: \$ _____

Cost per Adult: \$ _____

Cost per Student: \$ _____

FUNDING ACCOUNT:

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION F: Parent Permission

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to the parents.

SECTION G: School Trip Approval Request Form Submission - Print this form and sign/date below before submitting to the appropriate administrator.

Signature of Person Completing This Request / Position / Date:

SECTION H: Authorization

Background Checks On Non-Staff Chaperones Verified by Principal _____ (Principal Initials)

___ Approved

___ Disapproved

Principal/Date:

___ Approved

___ Disapproved

School Board/Date:

FORM B

**Parent/Guardian
INFORMED CONSENT FOR SCHOOL FIELD TRIP**

School: _____ Date: _____

GENERAL INFORMATION:

The _____ is planning a trip

to _____

The purpose of the trip _____

The dates of the trip _____

Students will leave (location) _____ at (time) _____

and return to (location) _____ at (time) _____

Cost of the trip per student: _____

TYPE OF TRANSPORTATION

___ Activity Bus / ___ Walking / ___ Privately Owned Vehicle (additional permission form required)

Commercial Transportation: ___ Charter Bus / ___ Rental Vehicles / ___ Airplane

MEDICAL INFORMATION

The following special health problems should be noted and adequate precautions taken (list such items as unusually severe reaction to bee stings, other severe allergies, hemophilia, diabetes, heart disease, etc.)

The following medications, prescriptions or special diets are needed:

Note: If a student has an Individual Health Plan on file at the school, it will be attached for reference during the trip

MEDICAL RELEASE

In the event of an accident or illness, I understand that reasonable efforts will be made to contact the parent/guardian immediately. However, if I am not available, I authorize the school district to secure emergency medical care as needed.

Name of Preferred Doctor _____

Phone () _____

Name of Insurance Company _____

Policy # _____

Does your child have Medical Insurance Coverage? YES / NO

This activity provides a learning experience for the students and allows them an opportunity to apply their classroom learning. If you have questions or concerns about this activity, please contact:

TEACHER NAME _____

Although I understand that the school district will make reasonable efforts to provide a safe environment, I am fully aware of the risks inherent in participating in the activity. Being fully aware of the risks,

I hereby give consent for (student) _____ to participate in the activity and authorization to the district to seek medical release in the event it is needed.

Student
Name _____

Parent/Guardian
Name _____

Day Phone () _____

Home Address _____

Evening Phone () _____

Emergency
Contact _____

Emergency Phone () _____

Signature of
Parent/Guardian _____

Date _____

Parent/Guardian signature reflects his/her knowledge and approval of the activity described above. Parent Permission must be given to the school before the student is involved in the activity.

FORM C

**Transportation in a Privately Owned Vehicle
PERMISSION FORM**

Dear Parent/Guardian of _____

Beecher Community School District provides transportation to events in the following order of priority.

1. Vehicles owned by Beecher Community School District
2. Commercial transportation

In some instances of contests, competitions, and area meetings involving small numbers of students, it is difficult to use the above-mentioned methods and privately-owned vehicles are used. The owner of a privately-owned vehicle assumes personal liability for the students in his/her car. The Board of Education's liability insurance does not cover the use of private vehicles to transport students to and from school activities.

The (name of class, club, team) _____

will travel to(location)_____

on (date) _____ in privately owned vehicles.

Teacher Name: _____

I give permission for my child, _____,

to travel in a privately-owned vehicle to _____

on _____ (date).

I understand that the Beecher Community School District does not assume liability in these situations.

Parent/Guardian Signature _____

Date _____

FORM D

Transportation by Private Vehicle ASSUMPTION OF LIABILITY

Thank you for helping out by providing private transportation for our students. Without your help, some activities such as contests, competitions, and area meetings, would not be possible. By volunteering to provide transportation, you are assuming responsibility for the well being of our students. This is a most important task and we appreciate your help in this regard.

The Beecher Community School District Field Trip Procedure states *“Private vehicles may be used only for small groups of students participating in contests, competitions, or area meetings.”*

When private vehicles are used for transporting students, there shall be a sufficient number of operable seat belts for every passenger assigned to the vehicle. “It shall be the responsibility of the sponsor of the trip and the vehicle driver to check to see that each passenger is using a seat belt prior to the start and return of the trip.”

Terms & Conditions: As a provider of private transportation for our students, you must agree to and abide by the following terms and conditions:

1. The driver will be at least 21 years of age.
2. The driver will have a valid driver’s license.
3. The driver will follow all federal, state and local motor vehicle laws.
4. The driver will ensure that all passengers are wearing safety belts.
5. The driver will enforce all school rules during the trip.
6. The driver will adhere to the schedule and conditions of the trip.

Vehicle Information:

Kind, Make and Year of Vehicle:

Number of Passengers:

Vehicle Owner's Name:

Insurance Information:

Insurance Co. Agent:

Phone:

Liability Limits: Each Person: Each Accident:

Property Damage:

Driver Information:

Driver Name (print):

Driver License #: State:

Cellular Phone:

I, , do hereby certify that I have read, understand and agree to all of the above terms and conditions for providing private transportation for the students of Beecher Community School District. Further, I understand that as a provider of private transportation, I am responsible and liable for the safety and well being of my passengers and myself.

I hereby release Beecher Community School District and members of its staff including, but not limited to, its teachers, coaches, trainers, administrators, club sponsors, and all others connected with school activities, from any and all damages for injuries sustained by passengers and myself while being transported to or from any activity connected with Beecher Community School District and do hereby agree to hold harmless any and all of the above from any and all damages which they may suffer as a result of injuries sustained by my passengers or myself while participating as above stated.

Driver's Signature:

Date:

