

Field Trips and Excursions – Special Events

- Philosophy** The St. John the Baptist Parish School Board supports the practice of curricular, co-curricular field trips and excursions.
- Background** The Board believes that the complete education of the child involves experiences beyond classrooms and textbooks. These experiences may be curricular, co-curricular or extra-curricular in nature.
- The Board recognizes that teachers and students may, from time to time, need to travel to other communities for experiences unavailable in St. John Parish. While field trips and excursions have positive educational value, care must be taken to ensure that trips or excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of travelers.
- Guidelines**
1. Student Travel Categories

All student travel will be assigned to one of three categories (in order of general priority for approval):

 - a. Curricular: Travel relates directly to the students' study in one or more subject areas and participation is on a class basis (e.g. class field trip to Nature Center). Direct curricular ties must be established.
 - b. Co-curricular: Travel develops from the school's program and/or students' studies. Similar opportunities may not be available to students within the District. Curricular ties that are established may be indirect.
 - c. Extra-curricular: Travel relates indirectly to the school's program and curriculum. Indirect curricular ties should be outlined.
 2. Priority

Priority shall be given first to travel within the District, with travel elsewhere within the state being authorized only when a similar experience is not available locally. In-state travel shall have priority over out-of state travel; out of state travel shall have priority over the international travel.
 3. Funding
 - a. The school may pay a portion of the costs related to all categories of student travel. Some costs may be the responsibility of the participants, either through direct payment or through fund-raising activities.
 - b. If funding comes from federal or state funds and/or grant source approval from the supervisor of that program, funds must be secured prior to submission to your field trip supervisor.
 4. Special Funding for Students

Notwithstanding Guideline 2, no child shall be prevented from participating in curricular or co-curricular travel due to financial considerations. If a student appears unable to participate due to financial considerations, the principal may provide financial support from the school budget or from other sources (e.g. donations, private source)
 5. Approvals
 - a. **The principal is solely responsible for the approval of field trips within the district or within the state. School Nurses must also approve field trips. All requests for field trips/excursions approved by the principal and signed off by the school nurse will be forwarded to the following for approval:**
Step 1: Email to Assistant Superintendent or Executive Director of Accountability Assessment. Google map documentation must be included with approval form mapping out destinations and all stops from leaving to returning to school. The transportation department will invoice the schools \$2.59/mile per bus, or a minimum of \$150 per bus for the trip.

Step 2: Transportation Supervisor will verify field trip does not conflict with normal arrival or dismissal times.

Step 3: Accounting Coordinator will complete a financial audit of the field trip.

Step 4: Transportation office will prepare invoice and send to Accounting Coordinator, who will then send to Kim Scioneaux for documentation and for emailing respective individuals at the school level for payment via email.

- b. Only the Superintendent can approve trips which require overnight stay, out of state travel or travel out of the country.
 - c. **All trips cannot begin before 9:00 a.m. or until busses have delivered students to school and must return by 1:30 p.m. Schools that violate this rule and become responsible for the disruption of arrivals or departures of the schools will be disallowed field trips for the remainder of the school year. If this occurs after March 1, this moratorium will last until the following January.**
 - d. **If necessary to cover cost of extra driver, the schools are responsible for paying for substitute drivers.**
 - e. For those field trips requiring Superintendent's approval, it is important that approval in principle be obtained **prior** to any non-refundable financial commitments being made.
6. Responsibilities of the Principal
- The principal of each school is responsible to:
- a. Develop an annual plan, which provides for anticipated student travel.
 - b. Monitor curricular travel to ensure its direct relationship to the curriculum of St. John Parish and to ensure that sufficient preparation and follow-up occurs with students.
 - c. Monitor co-curricular and extra-curricular travel to ensure that such travel is an integral part of the school's co-curricular and extra-curricular programs and linked to the Curriculum.
 - d. Make sure there is adequate coverage for subs that are needed to cover classes or students not attending. The school is responsible for paying for this expense.
 - e. Gather and file applicable certification for supervisors of extra-curricular excursions.
 - f. Maintain detailed files at school level to support extra field trips and excursions.
 - g. Principals must insure that no student is deprived to attend due to special needs, funds or behavior.
7. Responsibilities of Parent/Guardian
- Successful student travel is dependent on support from parents/guardians of the students.
- a. Review information provided by school.
 - b. Provide student medical information, if necessary, and arrange for adequate insurance for international travel.
 - c. Discuss school expectations with student.
 - d. Attend meeting(s) to receive information and give consent in person for approved travel.
8. Supervision of Students
- a. **The principal is responsible for the safety of students** involved in school sponsored travel and will ensure adequate supervision. **A District teacher** must accompany each group involved in student travel. Other adults whose participation is approved by the principal may also accompany students.
 - b. **The minimum supervision ratio shall be one adult for every ten students for students in grades 4 – 12 and one adult for every five students for grades K – 3.**
 - c. In determining the supervision ratio, consideration must be to the age and nature of the students, and the type of activities planned. **A detailed itinerary of each trip shall be**

approved by the principal. If the teacher coordinating the trip deviates from that itinerary, they must receive prior approval from the principal.

9. Use of Privately Owned Vehicles

The use of privately owned vehicles to transport students is prohibited.
10. Trips Outside of Louisiana or overnight trips within the state.
 - a. Age of Students

Priority will be given to students who are older, more mature, and able to behave appropriately.
 - b. Scheduling of Trips

As far as possible, scheduling for trips should take place to coincide with vacation periods.
 - c. Personnel
 - i. Each activity will have a supervisor responsible for the trip. **A St. John Parish Public School District teacher must** be the supervisor or one of the chaperones.
 - ii. **Mixed groups shall include supervisors of both genders. The ratio of paid staff to volunteers, e.g. parents, etc., shall not be greater than 1:2**
 - d. Proposals

Proposals for trips shall be submitted, with the required detail, for approval. Applications must be submitted to your field trip supervisor at least 15 days in advance of the trip.
 - e. Financing
 - i. In general, the cost of the trip will be covered by board policy for field trips or by students, clubs, etc. for overnight or out of state trips.
 - ii. Estimated budget information must be provided with the proposal for **all** trips.
 - f. Assessment of Risk Factors

In order to ensure the safety of students and accompanying personnel, areas selected for overseas travel should be ones in which:

 - i. There has been a history of political stability for at least five years and no indications that political turmoil may erupt within the next twelve months. Information can be obtained from website: www.voyage.gc.ca/destinations/menu_e
 - ii. Risk in other areas (e.g. health, transportation, geographical features) is not substantially greater than those that would be experienced by students traveling within St. John Parish.
 - iii. Risk/safety assessment is completed and parents, guardians, and students have been informed.
 - g. Academic Standing

Students selected should be ones whose academic grades will not be substantially jeopardized by the trip.
 - h. Documents

The Principal and supervisor of the program will consult with the Superintendent and Business and Finance Manager with regard to insurance, passports, and financing of the trip.
11. **ALL** trip sponsors will be required to submit the appropriate forms for approval.
12. The Board reserves the right to waive approval requirements in exceptional circumstances.

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13. Transportation arrangements must be made by school personnel **before** approval of trip.
 - a. Contract with driver(s) must not be signed until completion of trip and then submitted for payment.
 - b. Schools must submit a check to the transportation department upon being invoiced prior to taking the trip.**



Consent Form for Field Trips/Excursions

School Name: _____

Students Name: _____ Grade: _____

Homerom Teacher: _____

NOTE TO PARENTS:

Please read the contents of this consent form before signing it. If you have any concerns regarding the arrangements for supervision, **DO NOT CONSENT TO YOUR CHILD'S PARTICIPATION.** If this consent form is not signed and returned to the school ten days prior to the date of the trip, your child **WILL NOT BE ALLOWED TO ATTEND.**

AUTHORIZATION:

I/We, understand that the School District (hereinafter called "the board" which term shall include the Board's successors and assigns, principals, teachers, duly appointed chaperons, employees, and their heirs, executors and assigns) arranges, excursions or tours which, in the option of the Board, have definite educational, athletic, or cultural value and are an integral part of the Board's program.

I/We, being the parent(s) or guardian(s) of _____ (hereinafter called "the student") consent to the student participating in any such tours or excursions arranged by the Board, and we authorize the participation by the student. It is understood that my/our consent and authorization are subject to the following conditions:

1. The Board accepting responsibility for any injuries or damages which may be suffered by the student while involved in any such tour or excursion which results from the negligence of the Board.
2. I hereby authorize any of the adult supervisors on the tour or excursion to consent to any medical attention the student requires while on the trip and make any arrangements they feel are required for special transportations (for example, transport by ambulance)
3. I assume all the responsibility for the costs, as insurance, etc. may be limited (i.e., in foreign countries) and which can be expanded by additional private insurance for sickness and hospital expenses. I/We acknowledge that additional insurance for student's coverage is a parental responsibility, especially as problems arise where no negligence is apparent.
4. The Board (usually the school) advising we/us in writing of the following particulars of any tour or excursion at least three school days prior to the intended date of the tour or excursion:

Description of Tour or Excursion:

- a. destination: _____
- b. arranged supervision;
- c. date(s) and time(s): _____
- d. mode of transportation: _____
- e. costs, if any: _____
- f. and a local telephone number through which additional information on tour or excursion may be obtained: _____

5. Description of Supervision:

Adult supervisors will supervise the students:

- a. on the bus to and from the field trip destination.
- b. any other details to be filled in by school, if applicable

6. My/Our having the right to advise the Board, in writing, at least two school days before the commencement of any particular tour or excursion, that I/we do not consent to the student participating in the tour or excursion, in which event my/our consent and authorization will be considered as withdrawn for the particular tour or excursion and the student shall not be allowed by the

