



## **School Policies**

### **IJOA-R - FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL**

The following procedures shall apply with respect to field trips and other activities away from school:

#### **PROCEDURES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT DO NOT INVOLVE AN OVERNIGHT STAY**

Staff members who wish to propose a field trip/activity that does not involve an overnight stay shall do so by completing the appropriate MSCS request form and submitting it to the school Director at least two weeks in advance to allow the administration to give it sufficient consideration in accordance with the requirements of this section.

The school Director shall evaluate the completed request form and, if the Director deems it necessary or advisable, consult with the school safety team regarding the proposed field trip/activity. The Director shall then approve the field trip/activity as proposed, approve the field trip/activity with required changes, or deny the field trip/activity in writing on the request form. If the field trip/activity is approved, the Director shall specify on the form: (a) the employee who will serve as the field trip/activity sponsor; (b) the number and qualifications of adult chaperones required for student supervision; and (c) the mode(s) of transportation to be used.

If the field trip/activity is approved, and before it occurs, the sponsor must obtain an MSCS permission form signed by the parent or guardian of each student who will participate. The sponsor shall review all permission forms before the field trip/activity to ensure they are complete and signed and leave the original forms with the front office. The original signed permission forms shall be maintained at the school for no less than three (3) years after the field trip/activity.

If any student is injured during the field trip/activity (including transportation to or from the field trip/activity), the sponsor shall forward the original signed permission form for that student and a completed MSCS student accident report to the school Director or designee.

### **PROCEDURES APPLICABLE TO FIELD TRIPS AND OTHER ACTIVITIES AWAY FROM SCHOOL THAT INVOLVE AN OVERNIGHT STAY**

Staff members who wish to propose a field trip/activity that involves an overnight stay shall do so by completing the appropriate MSCS request form and submitting it to the school Director far enough in advance to allow the administration to give it sufficient consideration in accordance with the requirements of this section. The request form shall be submitted together with a proposed safety and emergency response plan and a detailed proposed itinerary that includes all destinations, mode(s) of transportation to be used, lodging information, and planned or anticipated activities.

The school Director shall evaluate the completed request form, safety and emergency response plan and detailed itinerary, and either accept or deny the proposed field trip/activity in writing on the request form.

If the field trip/activity is approved, and before it occurs, the School Director or their designee shall send a field trip packet to the sponsor approximately forty-five (45) days prior to the departure date, if possible. The packet shall include the following forms, which must be completed and signed by the parent or guardian of each student who will participate: (a) Overnight Field Trip Release, Indemnity, and Assumption of Risk form (for in-state overnight field trip/activity) or Overnight Field Trip Release, Indemnity, Assumption of Risk, and Power of Attorney form (for out-of-state overnight field trip/activity); and (b) Emergency Contact and Health Information form. The sponsor shall review all forms before the field trip/activity to ensure they are complete and signed. The sponsor shall take the originals on the field trip/activity and leave copies with the school principal or designee. The original signed forms shall be maintained at the school for no less than three (3) years after the field trip/activity.

If any student is injured during the field trip/activity (including transportation to or from the field trip/activity), the sponsor shall forward the original signed permission form for that student and a completed MSCS student accident report to the principal.

Adopted by Board: May 26, 2020

Revised/Reviewed by Board: TBD

(continue adding Revised/Reviewed dates)