

Dexter Community Schools

Field Trip Planning Guide

Updated August, 2008

**Always check the Field Trip Link on the Staff Resources Menu on the web for the most recent policy language related to Field Trips

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Dexter Community Schools Board of Education Policy 2340
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;
- 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 planned journey 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 Superintendent shall approve all proposed field trips.

Students may be charged fees for District-sponsored trips with approval of Superintendent 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 the District's administrative guidelines.

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 Administrative

Guidelines for Extended Trips

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- 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. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- D. each trip is properly monitored;
- E. 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;
- F. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

Field Trip General Guidelines

Field trips as defined in Board of Education policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following guidelines have been provided to help ensure the effectiveness of all field trips.

General Procedures

- A. All requests shall be submitted to the building principal on the Field Trip Request Form in advance of the scheduled trip with the names of all staff members and the number of chaperones who will accompany the students.
- B. Upon approval of a trip, the teacher shall forward a copy of the pre-trip proposal to the Director of Transportation.
- C. Parental Consent Forms must be returned to the administration before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. If the student will be unsupervised during certain portions of the trip, Form 2340 F2a must be signed and returned prior to the trip. No student will be allowed to participate if the parental consent form is not received prior to the trip.
- D. If a trip leader has individualized reasonable suspicion that a student(s) has violated a law, s/he is to contact the principal immediately. If the principal is unavailable, the trip leader is to contact the appropriate security or law enforcement personnel.
- E. For all trips that are not completed prior to the end of the school day, a copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge.
- F. For trips that can be completed before the end of the school day, the following procedure is to be used. If it becomes necessary to take a student to a hospital for emergency treatment, contact the nearest hospital or local law enforcement agency. Call the school office and request the secretary to fax the student's Emergency Medical Authorization Form to the hospital right away. Be sure to provide the name and location of the hospital, and if possible, its telephone or fax number. The secretary is responsible for obtaining the hospital's fax number, if not provided, and for ensuring that the EMA Form reaches the hospital immediately.
The building principal should then contact the parents, if possible, and inform them of the situation.
- G. Field trips may be denied for any one of the following reasons:
1. Failure to comply satisfactorily with pre-trip requirements
 2. Excessive cost or limited financial resources
 3. Excessive number of students taking trips on that particular day
 4. Lack of availability of transportation
 5. Inadequate arrangements for student safety and welfare
- H. Problems with the field trip should be brought to the attention of the principal immediately upon return. The principal shall inform the Superintendent of any major problems.
- I. For every field trip there should be an adequate number of chaperones to supervise and protect students.
- J. Prior to arrival at the destination, students are to be made aware of:
1. how they are to conduct themselves;
 2. what time the bus will leave for the return trip;
 3. where the bus will be located for the departure;
 4. any specific information that the students should know with reference to the area being visited.

K. At no time are students to be left ON THEIR OWN during the course of the field trip, unless approved by the parents.

L. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Because field trips are considered an integral part of a course of study and represent a significant cost to the District, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

Planning for Field Trips

A. Will this proposed trip provide a valid learning experience and contribute directly to accomplishing an important learning objective within the course of study?

B. What facilities or resources will be available for guiding the data gathering and answering questions?

C. What health and safety risks are involved?

Preparation for Field Trips

A. Teacher Preparation

1. Arrange through administration for consent to make trip prior to securing parental consent.
2. Make arrangements with representatives at the place of destination.
3. Arrange financing with the building principal, if necessary.
4. Make arrangements with District Transportation once the trip has been approved. Reference the Transportation Department's Document *Field Trips from Start to Finish* for specific procedures.
5. Contact Food and Nutrition as soon as possible to notify them if students will be missing lunch (two weeks in advance if possible). Distribute sack lunch form to students- P. 19 (By law we must offer lunch to students who qualify for free or reduced lunch, even on trip days, so it is best to offer the sack lunch option to all students since you won't always know who you must legally offer it to.)

B. Student Preparation

1. Make clear to students the learning purposes of the trip and how it will contribute to accomplishing particular learning objectives.
2. Provide a transition from what they have been learning to what they will learn through the trip.
3. Help students organize any materials or references they may be using during the trip.
4. Set up with students the standards of behavior and safety and emphasize that the Code of Conduct applies to the trip.

Conduct of Field Trips

A. Gathering and Recording the Information

1. Provide the guide with a clear idea of the purpose of the trip (set of questions prepared by teacher and students).
2. Make sure all students are in a position to observe and to hear the guide's explanations.
3. Provide opportunities for all or selected students to properly record the observations and information for later use in the classroom.

B. Classroom Follow Through

Guide students in the preparation of what they remember and what they recorded and then organize the information into useful categories.

District-Sponsored Trips (Co-Curricular and Extra-Curricular)

These trips include athletic trips and are considered part of the total educational program of the District but not part of a course of study. The following general procedures are to be followed for all such trips.

- A. All requests shall be submitted to the principal/athletic director on the Trip Request Form 2340 F4 in advance of the scheduled trip with the names of all staff members and/or the number of chaperones who will accompany the students.
- B. The description of how any finances connected with the trip will be handled must be attached to the trip request form.
- C. Upon approval of a trip, the teacher/coach/Athletic Director shall forward a copy of the pre-trip proposal to the Director of Transportation.
- D. Parental Consent Forms must be returned before the trip. No student will be allowed to go on the trip unless this form is returned with the parent's signature. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. If the student will be unsupervised during certain portions of the trip, Form 2340 F2a must be signed and returned prior to the trip. No student will be allowed to participate if the parental consent form is not received prior to the trip.
- E. For every trip there should be an adequate number of chaperones to supervise and protect students.
- F. The list of participating students should be provided to the principal's office prior to the trip.
- G. A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge for all trips that are not completed prior to the end of the school day.
- H. For trips that can be completed before the end of the school day, the following procedure is to be used. If it becomes necessary to take a student to a hospital for emergency treatment, contact the nearest hospital or local law enforcement agency. Call the school office and request the secretary to fax the student's Emergency Medical Authorization Form to the hospital right away. Be sure to provide the name and location of the hospital, and if possible, its telephone or fax number. The secretary is responsible for obtaining the hospital's fax number, if not provided, and for ensuring that the EMA Form reaches the hospital immediately. The principal should then contact the parents, if possible, and inform them of the situation.
- I. If a trip leader has individualized reasonable suspicion that a student(s) has violated a law, s/he is to contact the principal immediately. If the principal is unavailable, the trip leader is to contact the appropriate security or law enforcement personnel.
- J. Permission may be denied for any one of the following reasons:
 - 1. failure to comply satisfactorily with pre-trip requirements
 - 2. excessive cost or inadequate funds
 - 3. excessive number of students taking trips on that particular day
 - 4. lack of availability of transportation
 - 5. inadequate provision for student safety and welfare
- K. Any problems that arise during the trip should be brought to the attention of the principal immediately upon return.
- L. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
- M. In the event of any emergency during a trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Overnight Trips (District-Sponsored)

In compliance with Board of Education Policy 2340, Field and Other District-Sponsored Trips, the following guidelines are to be followed whenever a staff member seeks Board approval for a trip on which the students will be away from home for one (1) or more nights.

The Superintendent will not recommend approval unless a plan based on answers to the questions on the Proposal Form for Overnight/Extended Student Trip (Form 2340 F5) has been prepared and approved by the principal(s) of the school(s) which the students attend. Overnight supervision must include, as a minimum, an adult staying in the same room as students or an adult who remains awake and in the halls to be available to students and to assure that they are undisturbed by other hotel /lodge guests or visitors.

In addition, if the trip involves the use of a travel company to arrange for transportation, rooms, or any other aspect of the trip, the staff member submitting the proposal must confirm that the company is:

- licensed to operate in this State;
- registered and bonded;
- properly insured for the proposed trip and the policy covers the District, the staff members and chaperones involved in the trip, and all phases of the trip from the point at which the trip begins to the point at which it ends;
- in compliance with Federal laws regarding accessibility for and rights of those with disabilities.

This information must be confirmed, in writing, and attached to the trip proposal. No trip involving a travel company will be approved without this confirmation and, therefore, will be considered a non-sponsored trip.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the District.

All such requests are to be submitted to the Superintendent for approval. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the relevant principals, and obtaining written approval from each.

Once approved, the professional staff member in charge will be responsible for conducting the trip as planned. If changes in the plan are necessary, such changes are to be submitted to the principal(s) for approval and/or for subsequent approval by the Superintendent.

Prior to the start of an approved overnight trip, the staff member in charge must comply with the procedures for any District-sponsored trip. In addition, each participating student and his/her parent is to sign the Responsibility Contract (Form 2340 F6) and submit it to the trip leader(s) prior to the trip.

Non-District Sponsored Trips

Any staff member who wishes to take one or more students of the District on any type of trip which would not normally be considered a field trip or school-related trip as defined in Policy 2340, must obtain permission from the Superintendent prior to initiating any discussion of the trip with the student or his/her parents.

Permission to solicit may or may not be granted, depending upon the purpose and nature of the trip and the willingness of the staff member to comply with the conditions set forth for such solicitation. As indicated in Policy 2340, permission to solicit does not imply sponsorship by the District.

Should a staff member take any student of the District on a trip that is not sponsored by the District, s/he assumes all liability for the welfare of the student. Under no circumstances may the staff member use the name or good offices of the District in any manner which would associate it with the trip or any person or group involved in the trip. If a staff member does not wish to comply with the guidelines for District sponsorship of a trip or the District will not wish to sponsor the trip, the following conditions will apply:

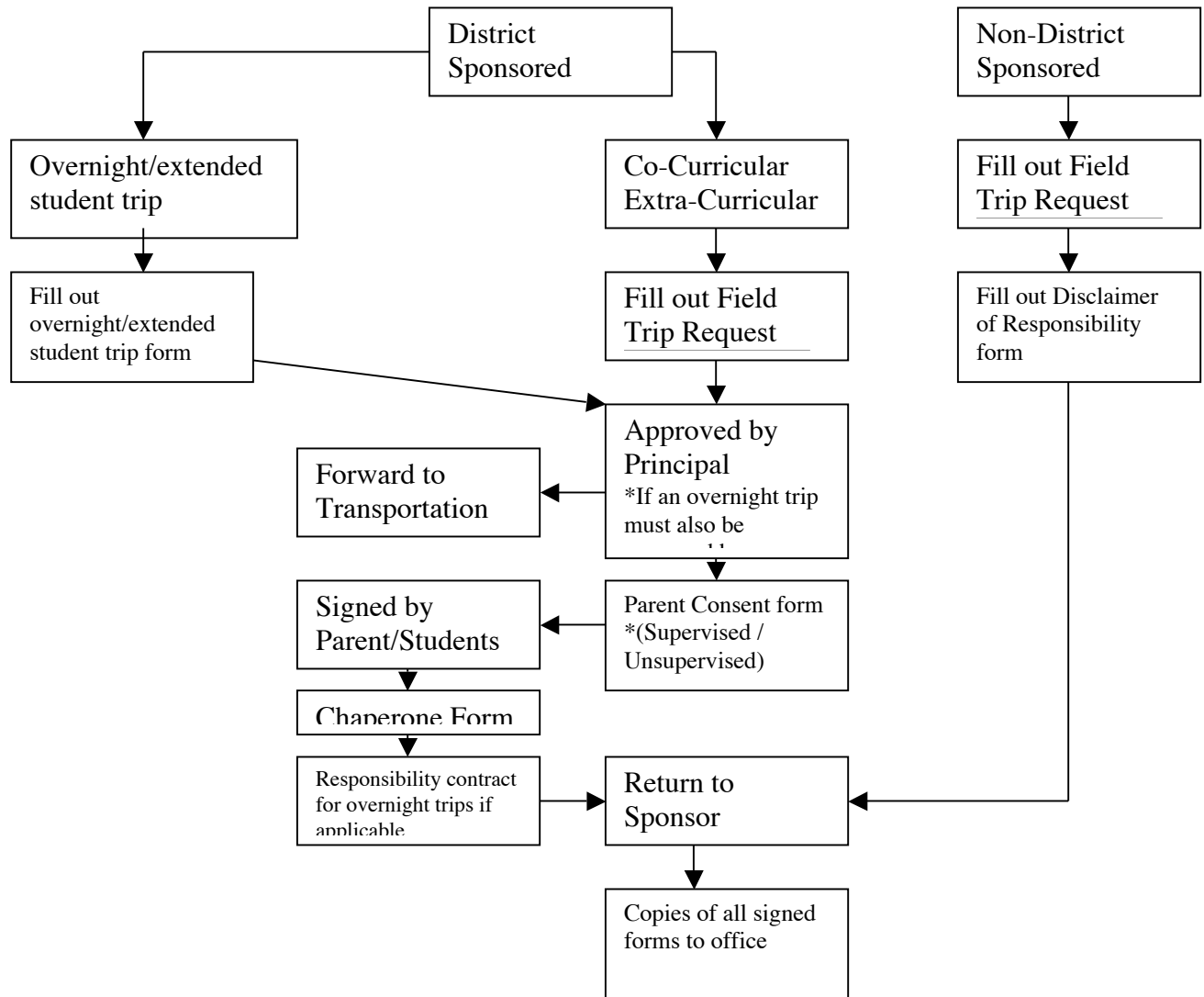
A. In order to discuss on District premises any aspects of a nondistrict-sponsored trip, it is necessary for the staff member or any other person involved to follow the District's procedures for Use of Facilities (see AG 7510) which require that an application be submitted for use of a facility during nonschool hours.

B. The District will not allow:

1. use of any staff member's time while on duty and on District premises;
2. use of any District facilities except in accordance with Board Policy 7510;
3. use of any names which would associate the trip with the District or any of its school programs.

C. Each student must have a parent or guardian sign a copy of Form 2340 D F1. A copy of each signed form must be given to the building principal prior to the trip.

Field Trips



- (*)if any portion of the trip is unsupervised both of these forms must be filled out.
- **ALL STUDENTS MUST HAVE A COMPLETED AND CURRENT EMERGENCY FORM ON FILE TO BE ELIGIBLE TO PARTICIPATE.**

Dexter Community Schools Board of Education Policy 8640 Transportation for Field Trips and Other District Sponsored Trips

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

(8660) The Board of Education authorizes the transportation by private vehicle of students of the District.

Any such transportation must be approved in advance and in writing by the appropriate administration in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer, the parent of a student enrolled in this District, and the holder of a currently-valid license to operate a motor vehicle in the State of Michigan.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent may withdraw the authorization of any private vehicle driver whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

**There are no written Administrative Guidelines for this policy, but please reference the Transportation Handbook titled *Field Trips from Start to Finish*

Dexter Community Schools Board of Education Policy 8660 Transportation by Private Vehicle

The Board of Education authorizes the transportation by private vehicle of students of the District.

Any such transportation must be approved in advance and in writing by the appropriate administration in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer, the parent of a student enrolled in this District, and the holder of a currently-valid license to operate a motor vehicle in the State of Michigan.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent may withdraw the authorization of any private vehicle driver whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Administrative Guidelines

These guidelines are to be followed whenever a staff member will be transporting students by a private vehicle whether it be his/her vehicle or some other person's. This guideline does not apply if the vehicle is a bus or van chartered from a licensed operator. In such cases, the Transportation Department shall be responsible for arranging for the chartered vehicle.

- A. Determine that transportation by District vehicle is either not available or is not feasible.
- B. Make sure that the intended private vehicle is in proper working condition, seat belts are available for each passenger, and the vehicle is insured for liability in an amount not less than \$100/300/50 PD (property damage and PL (personal liability)). The driver must confirm that s/he has a valid driver's license.
- C. Obtain written consent from each student's parent using Form 8660 F2 - Parental Consent for Transportation by Private Vehicle. No student shall be allowed to ride in the vehicle without his/her parent's written consent.
- D. Submit Form 8660 F1 - Request for Transportation by Private Vehicle to the principal for his/her approval at least two (2) days prior to the trip. Attach the parent consent forms to the request form.
- E. Any students under the age of twelve (12) who are transported in a private vehicle are to be seated in the rear seat(s) of the vehicle.
- F. If the trip is out-of-town and the transportation is approved, follow the procedure described in AG 2340A - Field Trips or 2340B - Other District-Sponsored Trips regarding Emergency Medical Authorization Form 5341 F1.
- G. Provide the school office with the trip itinerary and a list of names of the students who will be riding in the vehicle.
- H. Upon return of the vehicle to the school, make sure each student has proper transportation home and remain at the school, until all students have left school property.

Request for Transportation by Private Vehicle

Requesting Staff Member _____

Purpose of the Trip _____

Date(s) of the Trip(s) _____

Time(s) of Departure _____ Time(s) of Return _____

Owner of the Vehicle _____

Driver of the Vehicle _____

Amount of Liability Insurance _____

Name of Insurance Company _____

I have asked the driver of the vehicle to verify the following:

- There is a safety belt for each passenger.
- The driver has a valid operator's license in this State.
- Each student's parent has provided written consent to the trip.
- The vehicle is in proper operating condition.
- Supervision will be provided upon return to school until the student(s) are picked up.
- No other person other than the driver listed above will be driving the vehicle during the trip.

Signature of Staff Member

Date

Transportation Approved

Transportation Not Approved

Principal/Administrator

Date

Adapted from form 8660 F1

Parental Consent for Transportation by Private Vehicle

I have reviewed the following information and consent to my child being transported by private vehicle for this purpose.

Purpose of the Trip(s) _____

Date(s) of the Trip(s) _____

Time of Departure _____ Time of Return to School _____

Owner of the Vehicle _____

Driver of the Vehicle _____

Description of the Vehicle _____

Amount of Liability Insurance on the Vehicle \$ _____

Parent Signature

Date

Trip Leader Responsibilities

Each chaperone of a field or other District-sponsored trip is to be provided with a copy of the following guidelines for fulfilling his/her responsibility.

A. Students are to be made aware that the regular bus rules will apply for the trip. Since some of the students may not be regular bus riders, the rules should be reviewed with the group prior to departure.

B. The trip leader or designated staff member is responsible for student behavior while on the bus.

C. The driver is responsible for the bus and has ultimate authority over routes and operations. If s/he deems that conditions constitute a safety hazard, the driver has the authority not to proceed.

D. If any discipline problems develop while on the trip, the problems are to be reported to the appropriate principal as soon as feasible.

E. The trip leader should report to the Transportation Director any cases of poor judgment or improper behavior on the part of the driver.

F. The trip leader should:

1. review with the bus driver the destination and route; If there is any question about the route, it should be resolved prior to departure so there is no confusion in communication during the trip. The driver has the final decision on the route.
2. make sure the emergency medical forms are on the bus in the possession of a designated person;
3. introduce chaperones to the driver prior to the trip and review the District's policies and guidelines on discipline (including corporal punishment) prior to the trip;
4. assist the driver in enforcing the rules of the bus and the rules and directions for the trip;
5. when necessary or requested by the driver, place himself/herself and any chaperones strategically in the middle and rear portions of the bus;
6. conduct a head-count each time there is an unloading and reloading of passengers to ensure no one is left behind;
7. when the bus returns to the District, make sure all students have proper rides home and have left the District before considering the trip to be completed.

Chaperones for Trips

All chaperones must be at least twenty-one (21) years of age and be affiliated with the District as a parent, school volunteer, or part-time or full-time employee.

The list of chaperones must be submitted to the principal prior to the field trip.

The trip leader is to provide each chaperone, prior to the trip, a copy of Form 2340 F8 describing the applicable policies and procedures with which the chaperone will comply.

The form should be submitted to the principal's office.

Chaperones are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's or other people's safety or well-being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible.

Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when s/he is associated with the students. When a chaperone is on free time away from the students, his/her behavior should be such that it would not create problems for or embarrassment to the trip leader(s) or the District.

The trip leader(s) is responsible for the conduct of the chaperones during the trip and should be knowledgeable of their whereabouts at all times and how they can be contacted in case of an emergency.

Student Trip Permission Form

We are fortunate to live in a community that offers so many rewarding educational experiences within a short drive. When we make the world our classroom, students understand that learning takes place everywhere, not just in school. Taking advantage of these unique opportunities takes planning and requires fees for admission, transportation and related expenses. We appreciate and thank you for the support you have given over the years so that students are able to benefit from a variety of educational opportunities.

We are currently planning a trip to _____ to learn more about _____
_____. Please sign and return the permission slip below by _____.
The cost for this trip is _____. If you are able to donate toward the cost of this trip for your son / daughter, we would appreciate your contribution. No child will be denied participation or be expected to donate. Your donation is purely voluntary.

Your help in providing enrichment activities is greatly appreciated. Thank you for your continued support.

** All students must stay with an adult unless they have permission to do otherwise.

** If a sack lunch is required, please complete the Sack Lunch Form (available in the office) and return it three days before the trip so that our Food and Nutrition Department can meet your needs, or if you wish to send a lunch with your child, be sure to use disposable containers.

Please sign and return this portion to your child's teacher by _____
(Date)

_____ (Name) is hereby granted permission to go on a trip to _____
_____ by bus on _____ (Date).

Students will leave at _____ (Time) and return at _____ (Time).

Faculty members will accompany students on all trips.

Parent Signature

Date

Walking Trip Permission

Occasionally, classes will take a chaperoned walking trip close to school. These experiences help to enrich our school program. We would like permission for your child to walk to one or more of the following places during the 2007-08 school year.

Dairy Queen
Fire Station
Post Office
Dexter Library
Gazebo
Cottage Inn
Outdoor Lab
Country Market

Nature Walks
Village Parks
Wylie Playground
Dexter Historical Museum
Other Dexter school buildings
(Cornerstone, Bates, Wylie, Creekside, Mill
Creek, DHS)
Other _____

Please Return This Completed Form

- YES, I give permission for _____
to go on the above walking trip(s). (Child's Name)
- NO, I do not give permission for _____
to go on the above walking trip(s). (Child's Name)

Teacher Name

Parent/Guardian Signature

Date

Parent Consent For Partially-Unsupervised Trip

I, _____ permit my child,

Parent/Legal Guardian

_____, to participate in the trip to

Student/Athlete

Destination

I understand that this trip is part of the District's educational/athletic program and provides a learning of educational value to my child. I further understand that the following activities associated with this trip are such that my child cannot be supervised by school staff during certain segments of the trip as outlined below.

(Provide Details)

In light of the above, I hereby give consent to my child's participation in the trip and in the unsupervised activities.

Parent/Legal Guardian

Date

Field Trip Request Form (Day Trip)

Teacher _____ School/Class _____

Request Date _____ Trip Date _____ Destination _____

Number of Students _____ Number of Staff/Chaperones _____

Purpose of Trip _____

Course of Study _____

Specific learning objectives to be accomplished:

Student behaviors that will confirm achievement of the learning objectives:

Course objectives related to the learning objectives:

Pre-trip Lessons/Activities to be done in the classroom:

Post-trip activities/lessons to reinforce/extend learning:

I have utilized the guidelines in the Field Trip Planning document to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission.

Field Trip Approval

Trip Approved: _____ Trip Disapproved: _____ Principal: _____ Date: _____

Disclaimer of Responsibility (Non-District Sponsored Field Trips)

This Disclaimer relates to students who may be participating in a nondistrict-sponsored trip to _____ (the Trip).

This is to acknowledge that:

- A. the Trip is not sponsored by or in any way affiliated with the Dexter Community School District (the District);
- B. any and all District employees who travel with the students on the Trip are doing so on their own time, outside of the scope of their employment with the District, and not as employees of The District;
- C. the District has not participated in planning or scheduling any trip activities and has no control or right of control of such activities;
- D. the District has made no attempt to evaluate the risks of personal injuries, property loss, or other risks inherent in the Trip;
- E. it is the sole responsibility of the parents to evaluate carefully the risks inherent in the Trip;
- F. the District assumes no responsibility for the care, supervision, or safety of the student during the Trip.

I have read and understand this disclaimer.

Parent Signature

Date

Proposal For Overnight/Extended Student Trips

Type of Trip _____

Proposed Departure Date _____ Return Date _____

Sponsor/Trip Leader _____ Position _____

Date by which response is needed _____ Date of this Proposal _____

A. Purpose

1. What is the major place to be visited or event to be attended?
2. How is the trip related to the Dexter education program?
3. In what ways will the students/athletes benefit?
4. In what ways will the district benefit?
5. How will the trip be evaluated to determine the extent to which these benefits were realized?

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

Number of students attending _____

2. Will the trip take place on scheduled school days? Yes No If yes, please complete section C below; AND #3 of this section.

3. Describe how will teachers be advised in advance that the student will be out of school.

C. School Work (If trip will take place on scheduled school day(s))

1. How will missed work be made up?
2. What special assistance will be provided students with academic problems?

D. Itinerary

1. What is the destination?
2. What will be the mode of transportation? What liability insurance does the carrier have?
3. Where will the group be housed and fed?

E. Supervision of students

1. How will the students be supervised during the event? (Describe)

Number of Chaperones _____

2. What method of overnight supervision will be implemented?

3. What plans are in place to maximize safety and minimize risk in the following areas: Physical, social/emotional, exposure to prohibited substances and behaviors, etc.?

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

2. List telephone numbers at destination and contact information for sponsors.

3. What information will be provided to the media and the community?

4. What is the best way to reach the Sponsor/Trip Leader if there are questions about this proposal?

Signature of the Sponsor/ Trip Leader

Date

Note: This form must be completed and approved prior to announcing the trip to students.

Approved

Not Approved

Additional Information Needed

Administrator/Principal

Date

Superintendent or Designee

Date

Responsibility Contract for Overnight Trips

It is a privilege for you to participate in the District-sponsored trip to _____.
Because this trip is part of the District's educational/athletic/extracurricular program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions to the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

I agree to:

- refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel, or self-medication and/or possession are properly authorized;
- sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened, and an adult chaperone is notified in advance;
- keep my assigned chaperone advised of my whereabouts at all times;
- attend all mandatory activities and meal functions;
- adhere to established curfews;
- conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
- adhere to any established dress code;
- comply, throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough to warrant below-names student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general District policies.

Student

Date

Parent/Guardian

Date

Responsibility of Trip Chaperones/Volunteer Placement Information

Dexter Community Schools appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with Board Policy, we wish to inform you of the policies and procedures that will govern this trip and with which you are expected to comply.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the Superintendent for ensuring that the purpose of the trip is achieved.
- B. The trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the Dexter Community Schools Code of Conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug-use, stealing, and the like. Your responsibility is to not invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or wellbeing, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- D. We ask that you model behaviors expected of the students throughout the time on the trip when you are associated with the students. If you have free time away from the students, we trust your behavior will be such that it does not create problems for or embarrassment to the trip leader(s) or the District. Please keep the trip leader informed of your whereabouts so s/he can contact you in case of an emergency.

Thank you again for your help, and we hope you enjoy this activity with our students/athletes as they participate in a meaningful educational experience.

Name _____ E-mail _____

Address _____ Cell Phone _____

Date of Birth: ___/___/___ Michigan Drivers License # _____

Will your volunteer assignment require the possibility of transporting students or staff at any time? Y or N

Volunteer Assignment	Trip Leader
<p>I have received a copy of the Responsibilities of Trip Chaperones and agree to comply by the listed policies and procedures. I certify that I am at least 21 years of age. I understand my services to the Dexter Community Schools are strictly on a volunteer and as needed basis. I acknowledge that my volunteer services can be discontinued or terminated by the Dexter Community Schools at any time. I agree to handle my volunteer services in good faith and represent the Dexter Community Schools in a positive manner by acting professionally and appropriately at all times. I agree to abide by all rules and policies of the Dexter Community Schools and acknowledge that Dexter Community Schools does not provide insurance coverage for the volunteer for any loss, injuries, illness or death resulting from the volunteers unpaid service to the School District. By signing this form I waive any claims and release the District of any obligation should I become ill or receive an injury as a result of my volunteer services. In addition, by signing this form I hereby give consent and acknowledge that the Dexter Community Schools may conduct a criminal history check at any time through the Criminal Records Division of the Michigan Department of State Police and the FBI or any other resource in regards to my volunteer assignment with the district.</p>	

Signature _____ Date

In case of illness or emergency, please notify the following person(s):
Name Relationship Phone



**Dexter Community Schools
Food and Nutrition Services
7714 Ann Arbor Street
Dexter, MI 48130
734-424-4100 ext. 1501, 1502,**

Sara Simmerman, Director
simmerman@dexter.k12.mi.us

Margee Faber, Asst. Director
faber@dexter.k12.mi.us

ABOUT FIELD TRIP SACK LUNCHES

Dear Teachers,

For your convenience, F&N Services can prepare sack lunches for your class field trips. The sack lunch is offered at the school meal price. If a child in your class has free or reduced meal benefits, the lunch is covered at that rate. Below are two favorite student meal choices that include the following choice of peanut-free menus.

Menu #1

Deli Turkey Sandwich on a Sub Bun
Fresh Vegetable Sticks
Fresh Fruit
Chip Snack
6 oz. 100% Fruit Juice

Menu #2

String Cheese w/ Big Soft Pretzel
Fresh Vegetable Sticks
Fresh Fruit
Sunflower Seeds
6 oz. 100% Fruit Juice

Let us add to a theme for your trip - i.e. animal crackers for the zoo.

Student meal participation directly impacts the return of Federal dollars to our district and community. Please inform your F&N Manager at least 7 days in advance of your field trip.

Please, remember, Federal regulations require students with meal benefits to have access to the program on field trips as well as daily classroom attendance. By offering sack lunches to all students in your class, you protect the identity of those receiving meal benefits.

Forms for ordering sack lunches are available in your building cafeteria or please request a master from the F&N Department. We are happy to provide coolers for the safe transport of food.

Please continue to support our Program and as always your input is valuable to us and is always encouraged.

In the operation of the Child Nutrition Programs no child will be discriminated against based on race, color, national origin, age, gender or disability. Dexter Community Schools is an equal opportunity employer.



**Dexter Community Schools
Food and Nutrition Services
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Sara Simmerman, Director
simmerman@dexter.k12.mi.us

Margee Faber, Asst. Director
faber@dexter.k12.mi.us

FIELD TRIP SACK LUNCHES

Dear Parent/Guardian,
For your convenience, F&N Services can prepare a sack lunch for your child when his/her classroom has a field trip. The sack lunch is offered at the school lunch price. If your child has free or reduced meal benefits, the lunch is covered at that rate. Below are two favorite student meal choices that include the following choice of peanut-free menus. All teachers have order sheets available for you.

Menu Selection: (circle one)

Menu #1

Deli Turkey Sandwich on a Sub Bun
Fresh Vegetable Sticks
Fresh Fruit
Chip Snack
6 oz. 100% Fruit Juice

Menu #2

String Cheese w/ Big Soft Pretzel
Fresh Vegetable Sticks
Fresh Fruit
Sunflower Seeds
6 oz. 100% Fruit Juice

Please fill out the information below and return this letter to your child's teacher at least three (3) days prior to the field trip.

Student Name: _____

Teacher & Building: _____

Date of Field Trip: _____



Method of payment Meal Debit System (Includes free and reduced benefit plans)

Check enclosed (payable to Dexter Community Schools)

Credit Card payment at www.LunchDeposit.com

In the operation of the Child Nutrition Programs no child will be discriminated against based on race, color, national origin, age, gender or disability. Dexter Community Schools is an equal opportunity employer.