

6405 POLICY - Student Travel/Field Trips

The Board of Education supports student travel/field trips intended to meet educational goals consistent with the aims of the school program, the District learning standards, and the age level of the pupils involved.

Student travel/field trip to a location (1) outside of Michigan; (2) beyond a 100-mile radius of the District; or (3) requiring overnight lodging, must be approved by the Student Travel Committee or building administrator, where appropriate, and the Executive Administrator of Schools in accordance with guidelines set forth by the Superintendent. The Student Travel Committee or building administrator, where appropriate, shall ensure the following:

1. The student travel/field trip provides educational value consistent with the educational goals of the school program, district learning standards, and the age level of the pupils involved;
2. Travel arrangements are appropriate and are in accordance with all applicable board policies and rules and regulations;
3. Insurance coverage has been appropriately addressed;
4. Costs and other financial considerations have been appropriately addressed.

Any student travel/field trip that requires missing more than one day of school must be approved by the Superintendent or his/her designee.

The District reserves the right to cancel a trip at any time in order to ensure the safety and health of both students and staff members. If such cancellation occurs, the District is not responsible for any financial loss incurred by parents, students or chaperones.

Any trip that is not approved by the building principal, the Executive Administrator of Schools, or the Student Travel Committee, where appropriate, is not a school sponsored trip. The Board is not liable for any District personnel, volunteer, or parent who takes students on trips that are not approved, and any persons taking non-approved trips do so as private individuals. District personnel may not solicit students for participation in such trips on district property.

Policy

Board of Education Utica Community Schools

Adopted: 3/13/72

Revised: 10/9/89

Revised: 3/25/96

Revised: 9/18/23

6405 RULES AND REGULATIONS - Student Travel/Field Trip Guidelines

All student travel/field trip requests must comply with the following:

- I. Student travel/field trips will be permitted when it is demonstrated that it relates to the instructional, co-curricular, or extracurricular program goals of the district. The travel should be age appropriate. It also must be demonstrated that the proposed travel is the most effective means of accomplishing the instructional, co-curricular, or extracurricular program goals.
- II. Student travel/field trip that is under 100 miles and in the state of Michigan and does not require overnight lodging must be approved by the building principal and an Executive Administrator of Schools.
- III. Student travel/field trip beyond a 100-mile radius of the district, or outside the state of Michigan, or requiring overnight lodging, must be approved by the building principal, Executive Administrator of Schools, and the Student Travel Committee.
- IV. Before student travel/field trip is finalized, communicated with students and parents, or any financial commitments are made, the proposed travel must receive approval. All travel (travel described in Paragraphs II and III above) require submitting Form 1-Application for Student Travel/Field Trip to the Executive Administrator of Schools Office.
 - A. Final approval for trips described in Paragraph II must be received from the appropriate Executive Administrator of Schools before any commitments are made.
 - B. Final approval for trips described in Paragraph III must be received from the Student Travel Committee before any commitments are made. The Student Travel Committee shall consist of at least three members representing Teaching and Learning, Business Services, and the Superintendent's Office. The Student Travel Committee will review all student travel applications along with supporting documentation.
 - C. Failure to comply with this procedure may result in denial of the travel request and will be viewed as a trip falling under Paragraph X below.
- V. When student travel/field trip cannot take place after school, on weekends, or during scheduled district vacations, students should not miss more than one day of school. If it is shown that the only way to accomplish the instructional, co-curricular, or extra-curricular goal is to miss more than one school day, approval for the trip must be granted by the Superintendent or his/her designee
- VI. The health and safety of pupils and staff must be paramount in the travel plans.
 - A. Student travel/field trip must be under the direct sponsorship and supervision of Utica Community Schools' personnel and approved adult volunteer chaperones.
 - B. All chaperones must have on file, with Utica Community Schools, evidence of a satisfactory background check, as required by the school district for all volunteers.

- C. An appropriate ratio of adults to students for overnight and day trips should be maintained.
 - 1. For elementary school overnight trips, a ratio of one adult to three (or less) students is recommended.
 - 2. For elementary school day trips, a ratio of one adult to five (or less) students is recommended.
 - 3. For secondary school overnight trips, a ratio of one adult to eight (or less) students is recommended.
 - 4. For secondary school day trips, a ratio of one adult to ten (or less) students is recommended.
- D. Each student must have a completed UCS Student Travel/Field Trip Permission Slip (Form 2) on file.
- E. The trip sponsor is responsible for ensuring that copies of medial forms are readily available. In addition, all required medication must be available and properly administered according to individual student health plans and Board of Education Policy 5325 – Administration of Medication.
- F. For international travel, trip organizers are required to monitor U.S. State Department travel advisories and guidance provided by the Centers for Disease Control and Prevention before and during the trip.
- G. Parents, students, and chaperones must be informed, by the organizer of the trip, that the district reserves the right to cancel a trip at any time in order to ensure the safety and health of both students and staff members and that if such cancellation occurs, the district is not responsible for any financial loss incurred by parents, students, or chaperones.
- VII. District transportation is to be used whenever feasible. If district transportation is not available, it is recommended that licensed common carriers (e.g., charter buses) be used. All Business and Employee Services Department guidelines for transportation must be followed.
- VIII. Board of Education policies along with guidelines for fundraising (Policy 5535), established by the Business and Employee Services Department, must be followed.
- IX. When a travel agency is proposed to be used, prior approval of the travel agency by the Business and Employee Services Department is required.
- X. Any staff member promoting a non-school sponsored trip must make this known to the principal, students and parents. The staff member takes all responsibility and liability for non-school sponsored trips. Staff members are not allowed to attend non-school sponsored trips that would take place on school days.
- XI. All Board Policies and Rules and Regulations, as well as the applicable Parent and Student Handbook, shall be in effect and enforced during student travel/field trips.

Rules and Regulations

Superintendent of Schools

- Adopted: 3/13/72
- Revised: 1/16/79
- Revised: 3/25/96
- Revised: 9/18/23
- Revised: 8/6/24

FORM 1 - APPLICATION FOR STUDENT TRAVEL/FIELD TRIP

In accordance with Board Policy #6405, before any plans are made with students and parents, this application is to be completed, approved by the building administrator or Student Travel Committee, and all copies scanned to the Executive Administrator of Schools Office. The Executive Administrator of Schools or the Student Travel Committee will scan and email back a signed copy indicating action taken.

Date Submitted: _____ School: _____

Faculty Sponsor: _____

Student Group Traveling: _____

Destination: _____

Depart Date & Time: _____ Return Date & Time: _____

Select trip category:

Teaching & Learning _____ Athletics _____ CTE _____ AVID _____

1. Will this trip require loss of instruction from classes other than your own?

Yes ____ No ____

Number of school days missed: _____

Please specify:

2. Educational Purpose and Value: How does this trip relate to the instructional, co-curricular, or extra-curricular program goals?

3. Pre-Activities: What do you plan to do before the off-site learning experience to get students ready and knowledgeable?

4. On-Site Field Work: What do you plan to study at the outing?

5. Post-Activities: What do you plan to do after the students have completed the off-site learning experience?

6. **Who will be arranging the student travel/field trip?**

If not sponsor, specify name: _____

If travel agent, give name and address of agency: _____

7. **How will the students be transported?**

If using a non-district transportation provider, furnish the certificate of insurance to the Director of Purchasing and Risk Management for review, prior to booking and at least two weeks before the requested departure date. The insurance coverage must include a minimum auto liability of \$5 million and name Utica Community Schools as an additional insured.

8. **Trip Cost Details:**

Estimated cost per student: _____ Number of students attending: _____

Estimated cost per chaperone: _____ Number of chaperones attending including sponsor: _____

Estimated Total Cost: _____

(Check which one applies)

- Trip costing up to \$4,999.99 requires no further action.
- Trip costing \$5,000 - \$9,999.99 requires two quotes (please attach to this document)
- Trip costing \$10,000 up to the State of Michigan competitive bidding threshold, adjusted annually, will need formal written quotes .
- Trip costing more than the State of Michigan competitive bidding threshold, adjusted annually, will need a formal written bid completed by the Purchasing Department.

9. **How are you covering the cost of the trip?** (Please review fundraising rules Policy 5535)

Include ASN # to charge: _____ ASN description: _____

10. **If you need an Advance Check or Reimbursement for expenses related to this student travel/field trip, please fill out the section below; otherwise skip to Question 11.**

PRINT SPONSOR NAME _____

Form 2 - STUDENT TRAVEL/FIELD TRIP PERMISSION SLIP

Trip Information- To Be Completed By School

School		Grade	
Teacher/Sponsor		Destination	
Date of Trip	Leave Time	Return Time	My Child Has A Current Medical Form On File In The Office <input type="checkbox"/> Yes <input type="checkbox"/> No
Method of Transportation		Cost to Student <input type="checkbox"/> Free \$ _____	Student Lunch <input type="checkbox"/> Bring <input type="checkbox"/> Buy <input type="checkbox"/> Provided <input type="checkbox"/> Not Needed

STUDENT INFORMATION To Be Completed By Parent/Guardian

Name of student: _____

PARENT/ GUARDIAN INFORMATION

1. Parent/ Guardian: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

2. Parent/ Guardian: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

EMERGENCY CONTACTS

If the parents/ guardians cannot be reached, the school will call the people listed below. The people listed below should be responsible individuals who can: 1) give permission to administer health care; 2) pick up your child if your child is ill; 3) have the authority to speak on behalf of the parents or legal guardians.

Name: _____	Name: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____

Check one: my child **may** **may not** **attend this trip**

As the parent or legal guardian of the student listed above, I give him/her permission to participate in this field trip, including related travel. I hereby grant permission for the supervising sponsor to act "in loco parentis" (in place of the parent) in the event of any medical emergency and I accept full responsibility for all medical costs in the event of such as medical emergency.

I do hereby release and hold harmless Utica Community Schools and all of its employees from any liability or injury to my child's person or property incurred during the course of the field trip which is not the direct result of willful action or culpable negligence by the School District or its employees.

Print Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____ Date: _____

A copy of this form is to be kept on file until the end of the school year.