

World Learner School



Policy: 417 **FIELD TRIP POLICY**

Effective: 1.7.19

Revised:

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. The school board also acknowledges and supports the efforts of booster clubs and similar organizations in providing extended travel opportunities for students. Student travel outside of the state of MN will require notification to insurance agent to ensure adequate coverage during trip. Student travel will be categorized within five general areas:

A. Instructional Trips

This category pertains to trips that take place during the school day, relate directly to a course of study, and require student participation. These trips shall be subject to the review and approval in writing of the director and shall be financed by school district funds within the constraints of the school building budget, which may include support from student fees or donations.

If overnight stays take place in this category the following guidelines apply:

1. Must be requested 9-12 months in advance, including a detailed request form with a tentative itinerary, which must be completed and approved by the director, or special education director.
2. A detailed final trip itinerary must be provided to the director, or special education director within 4 months of departure to obtain final approval. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance. The director, or special education director may modify approval timelines for contingencies or emergencies.
3. Medical emergency information for students and chaperones must be on file with the director or special education director and the trip organizer, and student medications must be administered according to WLS Student Medication policy.
4. Parent/guardian authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix II).
5. All policies regarding chaperones should be followed (Appendix I - Field Trip and Travel Chaperone Agreement).

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which may take place outside the regular school day. Examples of trips in this category involve student activities,

clubs, summer activities, community education activities, and other special interest groups. These trips are subject to review and approval of the Director. Financial contributions by students is requested, as well as support from PTO or other organization.

Supplementary Trips that involve an overnight stay include additional guidelines:

1. This includes the promotion of the trip, fees collection, identification and background checks of chaperones, selection of and contracting with outside vendors and transportation providers, oversight of passport and guardian permission procedures, gathering of participant medical information, etc.
2. Medical emergency information for students and chaperones must be on file with the building director and the trip organizer, and all student medications must be administered according to WLS Student Medication Policy.
3. Parent/guardian authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix II).
4. All policies regarding chaperones should be followed (Appendix I - Field Trip and Travel Chaperone Agreement).
5. Care should be taken to make sure that trips are competitively priced.

D. Extended Trips

This category pertains to trips that involve one or more overnight stays.

1. All Extended Trips are voluntary and participation or non-participation status may not influence grades or future placement, treatment, or opportunities for students. An extended trip must be requested 9-12 months in advance, and a detailed request form, including a tentative itinerary and fundraising plan, must be completed and approved by Director. A detailed trip itinerary must be provided within 4 months of departure to obtain final approval by the school board. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization, or allow for unforeseen changes of circumstance.
2. Extended Trips and supplementary trips that involve an overnight stay will be overseen by the program coordinator. This includes the promotion of the trip, fees collection, identification and background checks of chaperones, selection of and contracting with outside vendors and transportation providers, oversight of passport and guardian permission procedures, gathering of participant medical information, etc.
3. Medical emergency information for students and chaperones must be on file with the office, and all student medications must be administered according to WLS Student Medication Policy.
4. Parent/guardian authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix II).
5. All policies regarding chaperones should be followed (Appendix I - Field Trip and Travel Chaperone Agreement).
6. Care should be taken to make sure that trips are competitively priced.

E. International Trips

This category pertains to any trip, which requires travel outside of the continental United States and/or requires travelers to carry a birth certificate or passport.

1. All international trips must be requested in writing 18 months in advance of the trip. A fundraising plan proposal must be submitted with the tentative trip proposal. A final detailed trip itinerary must be submitted in writing, and final written approval must be obtained from the Director and school board at least 6 months prior to the trip. It will include appropriate detail while maintaining a degree of flexibility that allows slight modifications intended to enhance the quality of the trip, improve upon its organization,

or allow for unforeseen changes of circumstance. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies. All International Trips will be overseen by program coordinator via the same rules as those for Extended Trips.

2. International Trips are voluntary and participation or non-participation status may not influence grades or future placement, treatment, or opportunities for students.
3. Medical emergency information for students and chaperones must be on file with the building principal and/or Community Education and the trip organizer, and all student medications must be administered according to Policy # 516 – Student Medication.
4. Parents’/guardians’ authorization must be obtained for all travelers, including completion and submission of the Student Behavior Requirements form (see Appendix II). Proof of necessary passports and/or birth certificate copies for all travelers must be obtained prior to departure.
5. All policies regarding chaperones should be followed (Appendix I - Field Trip and Travel Chaperone Agreement).
6. Care should be taken that all trips are competitively priced.

III. CHAPERONES

The number and gender of adult chaperones must be provided appropriate to the age and maturity level, gender, and needs of students. The ratio of at least one chaperone for every 12 students is recommended.

All chaperones for extended trips and international trips must sign a chaperone expectation form (see Appendix I – Field Trip and Travel Chaperone Agreement) and undergo a background check at their own expense.

IV. STUDENT CONDUCT

All students are subject to and the organizer is responsible for enforcing compliance with the WLS student expectations according to WLS policy 763 – Student Discipline and the Student Behavior Requirements form (see Appendix II). Any student who violates these guidelines while on the trip may be sent home from the trip at the parent’s or guardian’s expense.

V. TRANSPORTATION

Transportation for all trips is subject to WLS policy. All air travel must be provided by a commercial airline.

World Learner School



FIELD TRIP AND TRAVEL CHAPERONE AGREEMENT

NAME _____ EMAIL _____

ADDRESS _____

PHONE _____ EMERGENCY CONTACT & PHONE _____

The following guidelines are designed to help volunteers understand their responsibilities while performing within the course and scope of a volunteer chaperone position. Volunteer chaperones are expected to abide by all World Learner School policies. This agreement is effective for the _____ school year and may be used for multiple events.

The goal of World Learner School activities is to provide a safe, fun and positive experience for both youth and adults. As an adult chaperone, you play a valuable role in attaining this goal. Please read through this code of conduct and sign below.

As an adult chaperone, you agree to:

1. Complete the background check required by the district.
2. Not possess or use alcohol, illegal drugs or tobacco products while involved in any WLS events.
3. Not leave the premise of the event without the approval of the organizer of the field trip or travel while chaperoning students.
4. Not use obscene or discriminatory language at any WLS activity.
5. Represent WLS to youth and adults by conducting yourself courteously in manner and language, exhibiting good sportsmanship, serving as appositive role model and using reasonable conflict resolution skills.
6. Abide by all WLS rules, policies and guidelines.
7. Accept supervision and support from the field trip organizer or designated activity volunteer leader.
8. Accept the responsibility to promote and support the mission and values of WLS.
9. Ensure that students follow the guidelines and participate appropriately in all activities and travel experiences.
10. Immediately inform the field trip organizer of any violations of WLS policies so that the field trip organizer can respond appropriately.
11. Participate in activities to the best of your ability.
12. Abide by data privacy expectations (see attached) and not discuss any behavior or concerns with anyone other than the field trip organizer or WLS Director.

I have read this document. I understand its contents and agree to its terms. I also understand that if I don't follow this code of conduct, my participation in WLS sponsored activities will be terminated.

Chaperone's Signature _____ Date _____

Data Privacy Fact Sheet

Primary laws governing Data practices: Minnesota Governmental Data Practices Act, Federal Family Educational Rights and Privacy Act (FERPA), and Individuals with Disabilities Education Act (IDEA)

- **Public Data** – Information printed or shared in a directory
- **Private Data** – Information gathered on a specific individual that is kept in a student's educational file or observed by any school staff or volunteer.
- **Confidential Data** – Information “not” accessible to public, parent, or student

Consequences for Breach of Privacy: Employee (or volunteer) is subject to misdemeanor; employee is considered to have just cause for a disciplinary action by the employer; and, the complainant can collect court cost, attorney's fees as well as significant damages.

Data Privacy Tips

- ✓ Don't give information about one child to another parent.
- ✓ Don't share your personal notes with ANYONE other than the teacher.
- ✓ Don't discuss information regarding a student outside of school.
- ✓ Don't discuss students with other staff in areas of school that may be overheard by parents, volunteers, or other students.
- ✓ Don't discuss a student's behavior or performance in front of other students.
- ✓ If working with student data, be sure to keep notes, records and other confidential information in a place that is not easily seen by the casual observer.
- ✓ When finished working with student data, store student information as directed by Teacher.
- ✓ Do not release personally identifiable data.
- ✓ Always leave ALL notes and student work at school with Teacher.
- ✓ Don't leave confidential material in the copy machine. If you find private information in the copy machine, give it to Office Manager to hold until the person who printed it comes back for it.



WLS Field Trip and Travel STUDENT BEHAVIOR REQUIREMENTS

Parents and students must read the following expectations for student behavior below and sign your name where requested. Your signature indicates that you have read and agree to follow these rules while you are participating in this field trip or extended travel.

1. A student shall not: use any beverage containing alcohol; use tobacco; use or consume, have in their possession, buy, sell, or give away any controlled substance, including alcohol and illegal or prescription drugs; possess any weapon in violation of WLS policy.
2. A student will not violate the sexual harassment policy of WLS, which prohibits unwanted speech or physical contact of a sexual nature.
3. A student may not leave the group individually. Any small group activities must be arranged with and approved by a teacher/advisor, and a teacher/advisor or chaperone must accompany any sub group. Students shall remain mindful and respectful of their own personal safety and wellbeing, and the safety and well-being of others, at all times.
4. On overnight trips, students must stay in their assigned hotel room/quarters and not switch rooms. Further, once bed checks have been completed, students may not leave their assigned quarters. At lights out time, students will refrain from loud or other behavior that disrupts the sleep or comfort of others.
5. Students may not enter or ride in any unapproved motorized vehicle (car, scooter, motorbike, boat, train, airplane). The only approved vehicles are those arranged by a teacher/advisor or vehicles of public transportation.
6. Students are expected to show respect to and follow the directions of teachers/advisors and chaperones at all times. Students are expected to show respect to their fellow students and other people they may encounter during the field trip/extended travel. Disrespectful or inappropriate language or behavior will not be tolerated.
7. Respect for the property of others is expected. Theft, borrowing items without prior permission, vandalism, and any other illegal or improper acts will not be tolerated.
8. This field trip/extended travel is an extension of school programs and all school rules and regulations, even those not included in this listing, will apply.
9. Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, their school, and their community.
10. Students who disregard any of these requirements may be removed from the group for the duration of the field trip/extended travel and/or be returned home at the expense of the student's parent/guardian.

STUDENT SIGNATURE:

I, the undersigned, have read, understand, and agree to abide by all of the above behavioral requirements during the _____ field trip/extended travel. I understand that my parent/guardian may be responsible for paying all expenses related to sending me home from trips for disciplinary reasons.

Student signature: _____ Date: _____

PARENT/GUARDIAN SIGNATURE:

I, the undersigned, have read and understand the behavior requirements during the _____ field trip/extended travel and that I may be responsible for paying all expenses related to sending the student home from trips for disciplinary reasons.

Parent/guardian signature: _____ Date: _____

Please return this form to the trip organizer or designee immediately upon receipt. Failure to return a fully signed copy of this document will result in exclusion from the above-named field trip or extended travel event.