



Any teacher planning a field trip must receive the principal/designee's prior approval. It is the responsibility of the school principal/designee to recommend field trips for approval to the appropriate Executive Director **one month prior to the proposed date**. The principal is responsible for approving field trips only after the educational justification and plans for any students not attending have been explicitly stated. Public announcements regarding planned field trips or receipt of field trip monies are not to be initiated with students until the Executive Director has notified the principal authorizing the field trip request that approval has been granted.

To arrange transportation, the teacher/requester must forward a copy of the signed/approved Field Trip Form to the Transportation Department two (2) weeks prior to the proposed field trip date in accordance with transportation request procedures.

Regular Activity/Extended Day Field Trips

- Requests for approval of all field trips must be submitted to the school principal/designee on an MNPS Field Trip Request Form (see attached), accompanied by a Field Trip Criteria Form.

Athletic Field Trips

Field Trip forms are required for all athletic events that are not mandated by District or Regional assignments. Field Trip forms must be completed for all out of state athletic trips. Contact the MNPS Athletic Director for clarification or if there are questions.

Parent/Guardian Consent

Prior to a scheduled field trip, it will be the responsibility of the supervising teacher to have signed parent/guardian permission forms on file for all participating students in the school office along with the name of the certificated teacher supervising the trip. The departure time and return time must be clearly stated on the permission form and conveyed to students, parents and school administration.

Student Participation/Fee Waiver Requests/Special Accommodations

A student with an approved fee waiver who is eligible to participate in a regular school-day field trip may not be excluded due to inability to pay his/her portion of the trip. Accommodation for students with disabilities shall be provided (i.e. special assistance, transportation, accessibility at site).

Date Published
August 2008

Revision History
March, 2006

Review
Annually

Supervision of Students

A certificated district employee must accompany students on any approved field trip. Any violations of school rules and/or district regulations as provided in the Parent, Teacher and Student handbook shall be reported to the school principal immediately. Adult-to-student supervision ratios may vary but must be adequate for the field trip activity and the number and age of the students. Teachers who accompany students on field trips may request a substitute if a) they will be away from school for a major portion of the day and/or b) the majority of their students will remain at school. Whenever feasible, the principal will try to group the remaining students with other teachers of the same grade level or subject.

Non-certificated chaperones shall be 21 years of age or older. The certificated district employee will provide the chaperones with specific information regarding their responsibilities. Chaperones shall be responsible for the continuous monitoring of student activities. Certificated personnel and chaperones shall not consume alcoholic beverages, smoke or use illegal substances while accompanying and supervising students on field trips. Supervisors/chaperones will model the same behavior as expected on school property.

- Student roll call will be taken before leaving school and again before departing the visitation site. If any student is missing or injured, the student's parent/guardian will be contacted from the visitation site. One (1) certificated district employee will remain until the absent student or his/her parent/guardian arrives at the site.
- When trips are scheduled to return after regular school hours, a certificated district employee must supervise students after returning to campus.
- In the event a student is not picked up within one (1) hour of the scheduled arrival time, the supervisor will do the following:
 - Telephone the parent/guardian and stay with the student until the student's transportation arrives.
 - If the parent/guardian cannot be contacted and all other resources are exhausted, the police department may be called to assist.
- In the event of unforeseen circumstances of a significant delay in return time, the supervising teacher **must** contact the appropriate administrator/designee immediately.

Food and Beverage Provisions/Mandated Lunch Program

All students eligible for a free or reduced price lunch must be provided with a lunch when on a field trip that occurs during regular lunch period. School cafeteria supervisors shall be notified in advance if a specific number of sack lunches are needed. Sack lunch purchases shall also be offered to all students participating on the field trip.

Loss of Instructional Time

Students shall not be penalized for loss of instructional time while on an approved field trip. Students will be counted present and be given opportunity to make up any schoolwork missed.

Transportation

All regular activity field trips using MNPS buses and drivers may depart no earlier than 9:30 a.m. and must return no later than 12:30 p.m. Activity field trips taken during the school day are billed to the school at the specified rate per three (3) hours. If the field trip extends beyond three hours, an overtime charge shall be applied. There will be a cancellation fee to cover the cost of the driver's wages if a trip is not cancelled in sufficient time to notify the assigned driver. If the date and/or destination of an activity field trip request changes, the teacher/requester must notify the MNPS Transportation Department.

- Schools must attempt to schedule MNPS buses prior to contracting charter buses (see DSOP 5112)
- Schools may elect to charter buses or rent vehicles through the District Contract Carrier or other transportation companies with the approval of the appropriate Associate Superintendent. Transportation companies other than District Contract Carrier must provide a Certificate of Insurance, naming the District as additional insured.
- If an activity bus is used for a field trip, the driver must be a full-time employee of the District who has completed the driver training program conducted by the Transportation Department, have a Commercial Driver's License (CDL), and meet all other requirements of the State of Tennessee. Costs associated with operation of the activity bus must be absorbed by the school.
- The District discourages students from driving to field trip events; however, students may drive if they hold an Intermediate Unrestricted License or a Regular Driver's License (see DSOP 1712). If other students ride with a student, the student driver must have the following on file:
 - A regular driver's license
 - Proof of insurance
 - Written parental permission to transport other students
 - Written permission from parents of students who will ride with another student
 - Parents who transport students on field trips must provide proof of insurance to the principal. A copy of such must be on file in the principal's office

Financial Accountability

The cost of a field trip will be a factor in the decision to approve the field trip. A statement of projected costs and fees to be charged for admission, transportation, etc. must be included in the field trip request.

Field trip expenses incurred by adult sponsors/chaperones should be included in determining the overall cost for the field trip; however, no profits shall be realized in excess of the cost of the trip.

Collection logs, payments and receipts must be maintained in accordance with internal school uniform accounting procedures.

Safety and First Aid

While conducting a field trip, the supervising teacher, employee or agent of the school must have access to a first aid kit.

Non-District Sponsored Student Trips

Activities sponsored by non-MNPS organizations which recruit MNPS students and/or teachers to participate are neither approved nor endorsed by MNPS.

- Teachers and school officials are prohibited from using their influence or position to enlist students for such an activity. Teachers and school officials are prohibited from soliciting student participation or collecting payments during school hours.
- A teacher's communication with students and/or parents regarding unofficial trips must be independent of the school and of the teacher's employment. A teacher may not utilize the time, facilities, equipment or supplies of the District to communicate with students and/or parents regarding unofficial field trips, unless he or she follows building-use procedures.
- Field trips organized by individual teachers must be clearly identified as non-school sponsored activities in order to avoid District liability.

Independent Foreign Travel/Study Programs or Trips

Individual students who participate in a foreign travel study program do so as an enrichment activity. MNPS does not award credit for foreign travel nor study programs. Upon return from the trip, the student will enter his/her curricular studies where he left off before traveling.

Liability

The Metropolitan Nashville board of Education does not endorse, support or assume liability in any way for any staff member who takes students on field trips not approved by the Board, the appropriate Associate Superintendent and/or the principal/designee.

Required Forms

MPS Field Trip Request Form (see attached)

Fee Waiver

Activity Field Trip Request Transportation Form

Field Trip Criteria Form

MNPS Field Trip Request Form

This form must be completed, at least one month in advance as per DSOP 1007, for all trips involving MNPS students and staff no matter the destination, date, or time of trip. Attach an itinerary for overnight trips.

School: _____ Contact: _____ Phone: _____

Destination(s) including address(es): _____

Check one: in county: _____ out of county: _____ out of state: _____ out of country: _____

Number of: _____ students _____ adults _____ parents _____ others

Adults attending and position/title:

Date and time of departure: _____ Date and time of return: _____

Sack lunches needed: _____ Lunch provided at site: _____ Will stop and eat: _____ Location: _____

School lunch not affected: _____ School Cafeteria Manager Signature: _____

ADA needs (adult or student): Bus: _____ Other: _____

Purpose of trip: _____

Name of group: _____ Is this an Athletic Trip? _____

Cost of trip (include cost per person): _____

Method of securing funds: _____

Is this an overnight trip: yes no (If so, itinerary must be attached) Will MNPS buses be used: yes no

If not, list transportation carrier: _____

Insurance provider: _____

Principal: _____ Date: _____ approved not approved

Executive Director: _____ Date: _____ approved not approved
(required for all in county field trips not on the approved list and all out of county field trips)

Asst. Associate Superintendent: _____ Date: _____ approved not approved
(required for all out-of-state and out-of-country trips)