

**INSTRUCTION****Field Trips / Out-of-School Activities**

The board of education encourages and sanctions student participation in field trips, community service projects, or other out-of-school school-related activities which are of value in helping achieve the educational mission of the school district.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The administration may place restrictions upon a student's participation when, in the staff's judgment, the student's welfare requires it.

Any school-sponsored field trip, community service project, or other out-of-school activity requiring the transportation of Okemos students shall be on Okemos school buses driven by Okemos bus drivers, with the exception of contractual exceptions as identified in the master agreement between the Okemos Board of Education and the Okemos Transportation Association. Field trips or other out-of-school activities requiring bus transportation shall not interfere with the regularly scheduled transportation of students to and from school.

Legal Reference:

No Child Left Behind  
Individuals with Disabilities Education Act

See Also:

Board Policies: 3541: Transportation  
5130: Extra-curricular Activities  
6145.1: Intramural Activities  
6142.2: Student Participation in  
Interscholastic Athletics

Okemos Transportation Association Master Agreement

POLICY

Adopted: 09-08-75

Amended: 08-27-07

Reviewed:

Field Trips/Out-of-School Activities – Regulations

Field trips or other out-of-school school-related activities shall be considered as instruction and planned as such with definite objectives determined in advance.

1. Teachers or other certified personnel shall accompany students on all field trips or other out-of-school activities and shall assume responsibility for student conduct.
2. All field trips or other out-of-school activities shall begin and end at the school.
3. Appropriate instruction shall precede and follow each field trip or community service activity.
4. Field trips or other activities may be scheduled outside school hours.
5. Field trips or other activities may extend beyond the boundaries of the school district.
6. Written approval of the parent/guardian is required for field trips or other activities that are outside school hours and/or beyond school district boundaries.
7. Appropriate education experience and proper supervision shall be supplied for any student(s) whose parent(s) do not wish them to participate in a trip/activity that is scheduled during normal school hours.
8. When a field trip is made to a place of business, the teacher shall request that an employee of the host company serve as a guide.
9. For any trip/activity requiring school bus service, the teacher should make a request in writing to the principal at least ten days prior to the travel date. The principal shall approve or disapprove the request and notify the teacher.
  - 9.1 If the request is denied, the principal should state her/his reasons.
  - 9.2 If approval is given, the principal shall forward a request for school bus service to the Director of Transportation seven (7) days in advance of the travel date.
  - 9.3 If the trip will exceed fifty (50) miles round trip, the principal must obtain approval from the superintendent or designee.

Regulations: August 27, 2007