

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 4.302 (A)

## Field Trips/Excursions/Competitions

March 6, 2026

## FIELD TRIPS/EXCURSIONS/COMPETITIONS

All school sponsored trips, including local travel, must be approved by the building principal using the appropriate Campus Leave Request form. Any school sponsored trips involving overnight lodging, out of state/country travel or exceeding \$25,000 in total cost require prior board approval.

The following guidelines apply to all school sponsored field trips:

### 1. **Justification**

Field trips enable teachers to expand student's learning beyond the walls of the classroom into the vast community outside. They provide students with experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Perhaps a field trip can best be described as a living laboratory in which learning is acquired through active hands-on experience with the rich resources of the local community. The experience must have definite objectives, careful planning, thoughtful follow-up, and evaluation.

### 2. **Request Timeline**

Campus Leave Request forms must be used to seek approval for off campus school sponsored trips. The forms are available on the Oak Ridge Schools website under the School Leadership – Resources tab. The following timelines are required to provide ample time to secure proper approval:

#### **Local Day Trip**

- School sponsored trips that are local and not overnight are to be submitted to the principal 10 days prior to the trip and require approval from the building principal using the Campus Leave Request – Day Trip form.

#### **Overnight or Out of State Trip**

- School sponsored trips that are overnight or out of state must be submitted to the principal 45 days in advance and require approval from the principal and Board of Education using the Campus Leave Request – Overnight Trip form.

#### **Trips Exceeding \$25,000 or Out of Country**

- School sponsored trips exceeding \$25,000 or requiring out of country travel must be submitted to the principal 90 days in advance and require Board of Education approval using the Campus Leave Request – Overnight Trip form.

### 3. **Risk Assessment**

Safety should be a major concern when planning a school sponsored trip. Staff should consider any potential risks and implement the appropriate safeguards.

#### 4. Emergency Planning

The supervising teacher is to make a list of all students participating in the school sponsored trip, to include parental and emergency contact information. The list of participating students should be maintained while on the trip and a copy given to the school office prior to leaving campus.

#### 5. Parental Permission Form

Written permission shall be secured from the parent/guardian before a pupil may participate in a school sponsored trip. The supervising teacher will have a signed permission form from the parent/guardian of each participating student. The student permission form must include a summary of the trip with specific information regarding the trip timeline.

#### 6. Student Removal

Any student that shows a lack of control or participates in an inappropriate or illegal activity will lose the privilege of remaining on the school sponsored trip. Parent/guardian will be contacted and expected to pick up their child or make other transportation arrangements for the student.

#### 7. Transportation

Staff are encouraged to use buses when planning for transportation of a school sponsored trip. Only buses from First Student or another approved bus contractor can be used. A list of approved bus contractors is available on the Oak Ridge Schools website under Business and Operations.

We realize that in situations involving a small group that a staff member may choose to use a school van or a parent may transport students in a private vehicle. **Only a school employee may drive a school owned vehicle.** A school administrator must verify that the school employee that will be driving a school vehicle has a valid driver's license. Please note that liability coverage is the responsibility of a vehicle owner and that Oak Ridge Schools only provides liability coverage for system owned vehicles.

#### 8. Chaperones

A teacher should never take any group of students on a trip alone. The required chaperone/student ratio is as follows:

Preschool - 3 year olds 1:4	K-2 <sup>nd</sup> Grades - 1:6	5 <sup>th</sup> -8 <sup>th</sup> Grades – 1:12
4 year olds 1:6	3 <sup>rd</sup> -4 <sup>th</sup> Grades – 1:10	9 <sup>th</sup> -12 <sup>th</sup> Grades – 1:15

#### 9. Coverage for Staff Chaperones

Staff members who are chaperoning an off campus trip during regular school hours are responsible for working with school administration to assure adequate supervision is provided for students not participating in the trip.

#### 10. Student Fees

It is permissible to "request" a student pay a fee to participate in a school sponsored trip but students are not required to pay a fee to participate in a school sponsored trip that takes place during any part of the regular school day. Students may be required to pay a fee to participate in a school sponsored trip if the entire trip is scheduled outside of regular school hours and is not a class requirement or tied

to a grade. Any collection of fees for a school sponsored trip must be approved by the school principal and the money must be handled through the internal school account.

**11. Nurse Communication**

Staff will be responsible for communicating with the school nurse regarding the medical needs of students participating in the field trip.



## Field Trip Planning & Bookkeeper Checklist

### Trip Information

Teacher / Sponsor	Agency / Location
Contact Person	Phone
Date of Trip	Departure Time
Return Time	# of Students
# of Chaperones	Admission Cost
Transportation Cost	Total Cost

### Transportation Details

Contractor

# of Buses

Bus Cost

Fuel Cost

### Required Forms & Pre Planning

Campus Leave Request Completed

Field Trip Permission Forms Completed

PTSA Request (if needed)

Transportation Request Submitted

Certificate of Exemption Requested

School Nurse Notified

Added to School Calendar

Cafeteria Notified / Sack Lunches

Chaperones Confirmed

### Bookkeeper Requirements

Purchase requisition for admission fees

Purchase requisition for transportation fees

Other field trip related requisitions

Explanation:

## **ONE WEEK BEFORE TRIP**

- Fill out purchase requisition for agency
- Submit bus contractor requisition(s)
- Notify administration of any student concerns

## **DAY BEFORE TRIP**

- Confirm with agency
- Confirm transportation
- Submit final money collected
- Leave bus rosters with office
- Provide list of students not attending
- Email Encore/Rotation/SPED teachers affected
- Review behavior expectations

## **DAY OF TRIP**

- Obtain medications from School Nurse
- Pickup payments from bookkeeper
- Inform office of attendance changes
- Take roll before leaving and returning
- Obtain receipts for all purchases

## **AFTER RETURNING**

- Submit receipts to bookkeeper

## **Approvals**

Teacher / Sponsor Signature

Date

Principal Approval Signature

Date