



Book	Policy Manual
Section	2000 Program
Title	Copy of FIELD AND OTHER CORPORATION-SPONSORED TRIPS
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2340 - **FIELD AND OTHER CORPORATION-SPONSORED TRIPS**

The Corporation recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from Corporation premises, which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor as designated by the CEO.

Other Corporation-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the Corporation's total educational program and is under the direct supervision and control of an instructional staff member or any advisor as designated by the CEO.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other Corporation-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other Corporation-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other Corporation-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other Corporation-sponsored trip for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a school staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the CFO, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the CFO at his/her earliest opportunity.

The CEO shall approve all in-country proposed field trips and/or consider field trips which are included in curriculum guides to have been approved in advance. All field trips not listed in the curriculum guide must each be approved by the CEO. **Travel outside the continental United States must be approved in advance by the Board, and must have at least twelve (12) students in order for the trip to commence.**

Students may be assessed the cost for transportation to and from educational field trips.

Students may be charged fees, including, but not limited to, admission fees, for Corporation-sponsored trips.

Students on all Corporation-sponsored trips remain under the supervision of this Corporation and are subject to the Corporation's administrative procedures.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or CEO. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without permission from the CEO. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation's administrative procedures for extended trips.

The CEO shall prepare administrative procedures for the operation of both field and other Corporation-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the Corporation on a trip;
- C. each trip is properly planned.
- D. each trip is properly monitored;
- E. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;

F. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;

G. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;

H. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

I. Principals shall make determinations regarding eligibility of students and parental participation.

An instructional staff member shall not change a planned itinerary while the trip is in progress, unless approved by the Principal.

Effective 7/1/23

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