

# AR IJOA-R Field Study

*Proposed February 23, 2022*

Purpose: The board provides the following guidelines to outline responsibilities and procedures involved in planning and conducting field study.

## Basic Procedures

The school principal must review for approval all field studies lasting one day or less. The principal must review for approval single day travel within a 50-mile radius of the South Carolina/North Carolina state line, which includes the Charlotte metropolitan area. **This field study request must be completed and submitted to the appropriate person in the Transportation Department after approval from the principal has been given.**

Upon a recommendation from the school principal, the superintendent must review for approval all in-state overnight and out-of-state single day field studies that travel outside the 50- mile radius of the South Carolina/North Carolina state line. The superintendent must review for approval all out-of-state overnight field studies. **After the principal has received approval from the superintendent, this field study must be submitted to the appropriate person in the Transportation Department.**

For a district sponsored field- study, (where the field study group is comprised of students from different schools within the district), the chief academic and accountability officer will recommend approval of the trip to the superintendent. The chief academic officer will follow the same procedure and protocol that the principal follows for a school-sponsored field study. The superintendent will provide the board with a monthly report of out-of-state overnight field studies and student cost.

The school board must approve all field study trips that travel outside the contiguous United States.

Each student who goes on a field study must have written parental permission on the district approval form.

Sponsors may ask students to pay all or part of the expenses of field studies provided arrangements can be made for the payment of study expenses for those unable to do so.

Students must be in good standing at their respective school (i.e. not be suspended or expelled) in order to participate in the activity.

## Supervision of Field Studies

A field study will be under the direct supervision of a district certificated employee. The

employee may ask parents/legal guardians to serve as chaperones. The employee will brief chaperones before each study as to their responsibilities. The number of chaperones must be adequate for the type of group and the nature of the activity. All chaperones must provide approved background checks.

- In addition to the teacher, there will be at least one chaperone for each 15 students on the high school level and one for each 10 elementary students. For studies involving disabled students, additional chaperones may be required.
- For mixed groups of male and female students, the board recommends both male and female chaperones. For an overnight field study involving both boys and girls, both male and female chaperones are required.
- Studies that are long, overnight, or of an unusual nature may require more than the usual number of chaperones. The principal will determine this number.
- The teacher is the only person who may supervise high school classes involved in work experiences.

### **Principal's Responsibility**

The principal will do the following for school sponsored field study trips, and the chief academic and accountability officer will do the following for district-wide sponsored field study trips:

- Assume responsibility for a field study as he/she would for any other aspect of the school's instructional program.
- Thoroughly screen each field study request to determine a direct relationship between the learning objectives of the study and the concepts and objectives of the subject area.
- Along with the superintendent, approve field studies lasting one day or less. Submit to the superintendent on the proper form any request for studies that require board approval.
- Submit to the appropriate district office personnel on the proper form any request for use of the district activity buses, school buses, or other vehicles.
- Take care to assure that the number of teachers to be away from school will not substantially disrupt the instructional programs for those students who remain at school.

### **Teacher Responsibility**

The teacher will do the following:

- **Bus rosters and emergency contact numbers must be left at the school and with a teacher on each bus.**
- Be thoroughly familiar with the policies and administrative rules

governing field studies.

- Plan and discuss with the principal, well in advance, his/her interest in providing a field study.
- Submit the formal request for a study to the principal on the proper form and with sufficient time for study and discussion.
- After the principal (if school sponsored) or chief academic and accountability officer (if district sponsored) approves the request, make a list of all participants and their parents/legal guardians' contact information. Carefully review information received from parents/legal guardians on the appropriate forms regarding insurance and special physical/health needs of the students in planning for the study.
- Submit completed permission forms and a copy of the list of participants to the principal (if school sponsored) or chief academic and accountability officer (if district sponsored) who will file them for a reasonable time.
- Be sure that a student who does not participate (whether by parent/legal guardian or school decision) has appropriate activities and supervision at school during the absence of the group from school.
- If a substitute teacher is required, submit a professional leave form.
- Provide supervision to assure proper conduct and safety of the students, including the administering of medication.
- In the event of any unusual circumstances occurring on the study, submit to the principal (if school sponsored) or chief academic and accountability officer (if district sponsored) a written report stating all pertinent facts as soon as possible.

## **Parental Consent**

Sponsors of field studies must obtain final approval for a field trip prior to the distribution of parental consent forms for the field study. Each student making the field study will be required to present a parental consent form.

For seasonal activities with regular schedules, athletes, cheerleaders, and band and music members may obtain one standard seasonal permission form covering these events. (The form required by the South Carolina High School League will meet the requirements of this provision.)

## **Transportation**

The board encourages groups to use district activity buses or state-owned vehicles when possible. If not possible, groups should use commercial carriers. **Field Studies that are beyond a 250-mile radius of Rock Hill must secure a commercial carrier for transportation.** Groups must not use private vehicles without special permission. Students will not drive private vehicles.

Only district employees will be allowed to drive district-owned vehicles. Transportation arrangements must be made by the principal with the district's director for transportation. Sponsors must submit requests for district activity buses promptly and on the approved forms. Sponsors must submit requests for state-owned buses to the district bus supervisor.

The teacher will assist the bus driver in enforcing all rules and regulations pertaining to safe use of school buses.

### **Cost Factors**

Whenever entrance fees, food, lodging, or other costs are involved, the student will pay unless otherwise stipulated by the school board. The school must make arrangements to pay for those unable to do so. Exceptions to this rule may be approved by the principal, with final approval by the board or its designee (e.g. out of state, foreign travel).

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York 3/Rock Hill School District