

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 352

FIELD STUDIES GUIDELINES

1. For budget planning purposes, teachers shall submit to the building principal a list of proposed field studies for the upcoming school year by April 1st.
2. Teachers shall consult with the building principal in the planning of field studies to ensure that costs are budgeted and goals of the study are aligned with the curriculum.
3. Teachers shall secure written authorization from the parent/guardian of each student who plans to participate in the field study.
4. A field study itinerary, field study preparation checklist and the parent/guardian permission form must accompany all field study requests submitted to the building principal prior to approval.
5. Procedures for meeting student medical needs must be planned in advance (e.g., procedures for administering medication, handling student health concerns, accessing first aid and/or emergency medical treatment).
6. Exceptions for approval of field study requests may be granted with the building principal's permission.
7. No employee may receive a commission, expense-paid trip or other benefit from an outside individual, organization or company for organizing or promoting a field study.
8. Teachers shall be responsible for:
 - a. Knowing the field study site in relationship to any unusual hazards, safety concerns and/or special facilities.
 - b. The enforcement of rules for field studies, school and bus/transportation rules and regulations related to the place or site to be visited.
 - c. The provision of clearly stated expectations and responsibilities for chaperones and volunteers.
 - d. Being prepared to follow necessary procedures in the event of an accident, illness or injury. These procedures are as follows:
 - (1) Render first aid and/or call local Emergency Medical Technicians (EMT's) and police.
 - (2) Notify the student's parent/guardian and the building principal.
 - (3) Arrange transportation to a hospital if conditions warrant such action.
 - (4) Take notes regarding the situation.
 - (5) Complete and submit an accident report in accordance with Board policy.

BOARD APPROVAL: July 17, 2006