

DISTRICT-SPONSORED FIELD TRIPS

ADMINISTRATIVE REGULATION:

PROCEDURES:

1. General Scope
 - a. These regulations apply to all trips sponsored by the District, inside or outside the school day or school calendar, whether or not vehicles are owned by the school, and at school or private expense.
 - b. Students engaged in District-sponsored field trips shall be under the general supervision of the sponsoring teacher at all times.
2. Transportation
 - a. Transportation for District-sponsored field trips where participation on the part of students is required shall be free of cost to the students.
 - b. Transportation for District-sponsored field trips where the participation on the part of student is optional may be provided for a fee according to the number of students traveling and the purpose, time and length of the trip.
 - c. The use of private cars must be cleared by the principal. A copy of the person's insurance coverage must be on file in the principal's office. Parental permission will also need to be secured for students who are being transported in private cars.
3. Accidents and Breakdowns
 - a. In the event of a vehicle breakdown, the teacher shall remain with the students and it is the responsibility of the driver to notify the vehicle contractor/owner to seek replacement transportation or repair. The teacher shall notify the school principal who in turn shall notify the Superintendent.
 - b. In case of any accident involving students or teachers, the following procedure is to be followed by the teacher or adult chaperone:
 - 1) Seek first aid and/or emergency treatment
 - 2) Notify the school principal
 - c. The following procedure is to be followed by the principal of the sponsoring school:
 - 1) Notify the Superintendent
 - 2) Notify the parents and/or student's doctor
 - 3) Notify the spouse and/or the employee's doctor
4. Supervision for Field Trips

- a. At least one member of the school professional staff or volunteer adult chaperone must travel in each vehicle used for a trip.
- b. There must be one adult for every ten elementary students and a minimum of one adult per vehicle on field trips by secondary schools including roter buses. The adult to student ratio for middle and high school field trips will be determined by the principal. At least one staff chaperone must be trained in dispensing medications.
- c. Volunteer chaperones must have completed the District's procedures for criminal records checks for all overnight trips.
- d. Students who have not received written parental authorization will remain in school in a class assigned by the principal.

5. Application and Arrangements

- a. Each teacher contemplating a trip requiring students to leave the school campus is to confer with the principal before making any arrangements. After securing the principal's tentative approval, the teacher is to get the permission of an official of the institution or point of interest to bring a group for a visit. The teacher then is to complete the Field Trip Application form including itinerary and secure the principal's signature.
- b. The principal shall review the Field Trip Application and when the trip requires Board approval, will forward the application to the Superintendent with a recommendation for approval, or reject the application at the building level.
- c. Each teacher is to confirm transportation arrangements not later than five days prior to the date of the trip.
- d. When plans for an approved trip change for any reason, the following persons are to be notified as soon as possible: the teacher requesting the trip, the principal supporting the trip, the Superintendent/Board approving the trip, if applicable, and the transportation provider(s).

6. Approval Process

- a. Each student going on a trip must have, in advance, the written permission of his/her parent(s) or guardian. Each student must also have on file a parent signed form giving permission to the school to acquire named medical help for their child in case of injury.
- b. All field trips will require the principal's approval. Applications for field trips normally shall be filed with the building principal 10 school days prior to the planned trip unless the trip requires Board approval.
- c. Field trips which require out-of-state travel must be approved by the Board. Applications shall be filed with the principal no later than 40 school days prior to the trip. The Superintendent shall receive the application no later than 30 school days prior to the planned trip. All overnight travel by elementary and middle school students must be approved by the Board and follow the timelines for approval.

7. Loading and Unloading

- a. All students making a trip are to assemble in one place to board the District-approved vehicle(s) and are to be discharged from the vehicle in one place at the end of the trip.
- b. Students must have written parent permission and approval by the principal or designee to be transported in a different vehicle.

8. Authority of the Driver

The driver is authorized to discontinue the trip and return to the District when, in his/her judgment, continuing the trip would seriously endanger the passengers.

9. Funding and Fund-Raising Activities

The District will allow students to participate in a field trip when it is funded from the District budget or when it is funded by the total student group participating, with the following stipulations:

- a. If money-raising activities are planned, it is readily demonstrated that an excessive burden will not be placed upon staff, students or parents;
- b. No student of the group will be eliminated due to inability to raise his/her share of the total amount required;
- c. Such money-raising activities will not excessively use or disrupt any regular school time.

10. Supervision Responsibilities

Teachers or other authorized District personnel and volunteer adult chaperones shall accompany students on all field trips, shall exercise ordinary care in providing adequate supervision for the trip, and shall assume responsibility for the students' proper conduct. Ordinary care requires that trips be planned and conducted in a manner that students will not be exposed to situations inherently dangerous to themselves and that activities be avoided in which a reasonably foreseeable accident or injury may occur. Other supervisory responsibilities include:

- a. Acquiring advance approval for the trip under the guidelines outlined in these regulations;
- b. Ensuring distribution of trip procedures and regulations to parents and students including the purpose and destination of the trip, eating arrangements, transportation, date and time of departure, estimated time of return, acceptable standards of student conduct and consequences for misconduct and a detailed itinerary when the field trip will extend beyond the school day;
- c. Ensuring receipt of the signed parental approval forms prior to the departure date for the trip and having them available to the supervisors for the duration of the trip;
- d. Enforcing student code of conduct expectations, school bus rules, district regulations and conducting appropriate bed and room checks for the duration of the trip;
- e. Taking appropriate actions for rule infractions by students, including parental contacts and making arrangements for sending the student home which may be at parental expense;
- f. Taking necessary steps including carrying a copy of each child's medical form and parental permission form on the field trip to ensure appropriate emergency or medical treatment when prudent to do so;
- g. Contacting the appropriate administrator if questions exist, advice is needed or a situation exists about which the administrator should know;
- h. Establishing clear hours of supervision responsibilities for volunteer adult chaperones.
- i. Ensuring that volunteer adult chaperones receive written information concerning District student conduct and discipline policies, that such special trips are considered an extension of the classroom, that all students are subject to such policies and administrative regulations and that it is the duty of the chaperone to report violations to the teacher or other authorized District personnel;
- j. Instructing students on the proper clothing and equipment;

- k. Instructing students in safety precautions including the use of a buddy system to assure constant awareness of each student's whereabouts, needs, and participation;
- l. Ensuring that volunteer adult chaperones agree to abide by the following prohibitions:
 - (1) Distribution, possession or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.
 - (2) Tobacco use in the presence of students.
 - (3) Alcohol use at all times during the trip.

Teachers and other authorized District personnel are subject to established Board policies and administrative regulations. Tobacco use in the presence of students is prohibited. Teachers and other authorized District personnel are ultimately responsible for the supervision of students at all times while on special or extended trips and are expected to be "on call" for emergencies, curfew checks, etc. Consequently the use of alcohol is strictly prohibited at all times.

- m. Ensuring that students will not be permitted to leave the group during the trip unless the student has violated a conduct code and must be sent home or unless released directly to the parent or guardian;
- n. Making provisions for safe departure home from the trip especially after school hours.

11. Student Expectations

Expectations for student behavior on field trips are identical to those of the regular school program. Student responsibilities as outlined in the District's *Student Rights and Responsibilities Handbook* continue to apply, as do the possible penalties for infractions.

12. Exceptions

Exceptions to these regulations may be permitted only by permission of the Superintendent and/or approval by the Board.