

## 8.22.06 FIELD TRIP ADMINISTRATIVE RULES AND PROCEDURES

### Planning for the Field Trip

1. a) Field trips within the school day require approval by the building principal at least two weeks prior to the trip.  
  
b) Field trips not within the school day which involve no more than a 400 mile or round trip one overnight require approval by the building administrator or his/her designee and the Superintendent.  
  
c) Field trips of a great distance or time must have building administrator or his/her designee and Board of Education approval.
2. Parent and chaperone meetings are required in preparation for overnight and out of state trips.
3. In advance of the trip, arrangements must be made for students requiring special physical accommodations and medications
4. Permissions slips signed by parents and students are required for all field trips and must include rules and procedures for the trip and consequences for rule violation. No student may bring a friend or visiting guest on a field trip.

All students and parents must be informed of expectations related to travel behavior, times and locations of departures, on site behavior, plan for emergencies, and parent notification in case of emergencies. Parents should be notified of amount of time in the trip dedicated to curricular activities. Students in grades 5 and over should bring any needed prescription medications with them.

5. Advisors are to be in attendance at all meetings and all field trips or out of school activities required by that advisor or organization. If any activity is not required, it will not be budgeted for, nor will it be school sponsored. This needs to be clearly communicated to parents and students.

Bus transportation is the usual mode of transportation. Transportation is paid through budget or booster groups unless it is a spectator bus. Spectator buses are funded by the users. Transportation must be arranged at least two weeks prior to the trip. The transportation form must be attached.

No students or parents should drive other students. Upon written request and under special circumstances, a parent may request that they or their child be allowed to drive to an out of town event. This must be approved by the advisor or an administrator in advance.

6. One adult chaperone is required for every ten students.
7. A list of students attending and their ID numbers (if available) must be provided to staff impacted by the field trip and the attendance office secretary at least 24 hours prior to the trip.

### On Trip Responsibilities

1. At the time of departure, an accurate list of those students actually going on the trip, along with the student ID number must be submitted to the (attendance) office immediately prior

to leaving. For departures when the office is closed, slide the list under the office door.

2. Each chaperone must account for students under his/her direction once on the trip. A plan for regrouping prior to departure including time and location for check-in should be established and followed.
3. At the time of the departure, accurate attendance must be taken on the bus. If any student is not present at the scheduled departure time, one chaperone should make attempts to locate the missing individual(s). If after ½ hour the student(s) are not located, parents and school officials will be called. At no time should the bus leave the site if all students are not present and parents/officials have not been contacted.

For overnight and/or out of state trips, all students, parents, and chaperones are to receive written rules specific to the trip which must include:

1. Room assignment and daily random room checks.
2. No coolers in student rooms.
3. Curfew checks and all night supervision assignments. All students must stay in assigned rooms after curfew.
4. Accountability for student whereabouts at all times. Students are not allowed to wander without adult supervision.
5. Written plan for contacting local authorities in case of an emergency.
6. Written plan for contacting parents and school officials in case of an emergency.
7. School rules and co-curricular code rules where applicable.
8. Procedures for violation of rules
  - A. If a student(s) is (are) found in violation of these policies, the parents will be contacted, and required to provide transportation home at their expense. In the event of foreign or out-of-state travel, parents will be informed and held financially responsible for all travel costs incurred to insure the health and safety of the student(s). This may include travel costs for an adult to accompany the student(s) home, as well as to transport the adult back to the rest of the group.
  - B. Any student in violation of field trip policy will be suspended from all future field trips for a calendar year (12 months).

The teacher responsible for the field trip must provide a written summary of any and all behavioral problems, along with their response, to the building administration upon return to school.