

FIELD TRIPS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are appropriate extensions of the classroom. The following factors need to be considered before approving a field trip:

- (a) education value of the activity to the group;
- (b) distance to be traveled in relation to the age of the participants;
- (c) mode and availability of transportation; and
- (d) cost.

Day trips must be approved by the principal. Overnight and out of the country trips require approval of the Principal, Superintendent, and School Board.

Field Trip Procedures

1. All field trips are to be requested and approved by the Principal no later than at least 30 days in advance of the trip.
2. The purpose of these regulations is not to detract from enjoyment of field trips for any of our students or personnel, but to make them incident free as much as possible.
3. There will be a head chaperon for each field trip. The head chaperon shall present a written plan first to the principal for approval. All overnight field trips will then require Board approval. Once approved, the head chaperon will call a meeting of students, parents, and chaperons to explain the procedure.
4. There should be a minimum of one (1) chaperon for every ten (10) students. The chaperon's own children may not participate in the trip unless a bonafide student enrolled at the school, eligible for participation.
5. There must be an additional chaperon to drive a car on any field trip within driving distance, or to accompany a child home on any field trip beyond 5 or 6 hours distance should a medical emergency or disciplinary action dictate this move.
6. At least one chaperon must be a parent.
7. The head chaperon should seek information about each student on the enclosed form from each of his/her teachers prior to an overnight field trip and present these to the student's chaperon.
8. Students should be divided into squadrons of not more than 10 students. The chaperon assigned to said squadron should be responsible for them at all times unless other specific arrangements have been made with the other chaperons (e.g., I will take some of your students to the museum if you take some of mine to the zoo).
9. Squadrons should travel on the same bus as their chaperon.
10. Squadrons should be separate from each other in the hotel, and the chaperon should be in proximity with his or her squadron.
11. There is to be no touring, visiting, or shopping without the chaperon at least in the building.

12. There should be a minimum of one comprehensive first aid kit for each bus of students and one smaller, more portable kit for each squadron of students.
13. Drinking and/or using illegal drugs will result in an immediate return, at the student's expense, to home. Should the hour of the day forbid an immediate return (no plane, etc.), the student will be separated from the rest of the students and returned the next day. There will be no refund for the time on the trip not utilized. Regular disciplinary procedures will then take effect when the student returns to school.
14. School staff and/or volunteers will not use or possess alcohol or other controlled substances (except those prescribed by their physician) at school, on school grounds, or at school functions held on or off school grounds.
15. Parents' written permission is required before students may attend a field trip.
16. Walking field trips are specifically unregulated by this policy.
17. In cases where use of a school bus is not feasible, alternate transportation requires approval of the principal.
18. It is recognized that special circumstances may warrant waiver or modification of these procedures by the building principal on a case by case basis. Exceptions must be made in writing by the principal.

OUT OF COUNTRY FIELD TRIPS: ADDITIONAL PROCEDURES

19. An out of country field trip requires school board approval in May of the school year preceding the trip.
20. There will be a minimum of three organizational meetings with chaperons, parents, and an administrator.
21. The head chaperon will consider the participation of any student whose behavior has suggested a potential problem or whose grades are below "C" in any academic subject.
22. The head chaperon will have discretionary authority while supervising students out of country.

FIELD TRIP REQUEST FORM

Teacher _____ Grade _____

Date _____

Bus Transportation Needed: Yes No

Number of Volunteers _____

Number of Teachers _____

Number of Students _____

Date of Field Trip _____

From _____ To _____

Trip Destination _____

Rationale _____

Pre-planning Activities _____

Follow-up Activities _____

Approved _____

Principal

Transportation Confirmation:

Date _____

Time _____