

FIELD TRIPS AND OTHER STUDENT TRAVEL

The Board recognizes the educational value of school-sponsored and experiential curriculum trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture. This policy provides guidance for the various kinds of trips that may be sponsored by the district.

Field Trips

“Field trip” means a trip that takes place during the school day and is organized and conducted by one or more **District** employees as a means of accomplishing particular curriculum objectives. All students within the class or grade, or curriculum related subgroup within a class, will be eligible to participate.

Field trips must be approved in advance by the building principal. Teachers and principals will be expected to consider the following factors in planning and approval of field trips:

- A. Objectives of the proposed trip and the anticipated learning outcomes;
- B. Specific learning activities to be experienced during the trip;
- C. Suitability of the activity and distance traveled to the age of students;
- D. Mode and availability of transportation, with school bus transportation arranged so as not to disrupt school bus schedules;
- E. Arrangements for meals and any special dietary needs, (if applicable);
- F. Availability of funding for all necessary expenses through the school budget or other appropriate sources.

Chaperones

The Teacher/ supervisor is considered a chaperone. Chaperones should be briefed on the field trip and their responsibilities, and what to do in an emergency prior to the trip.

Adult-to-student chaperone ratios will be established to assure student safety and will vary based upon the nature of the trip. This ratio will not exceed twelve students per one adult.

Chaperones' children who are not enrolled in the class or activity may not accompany the chaperone on field trips.

Safety

Students will be supervised by a responsible adult at all times. No child will be allowed away from the group without an adult.

Teachers will plan for and be prepared for emergencies. At least 1 staff member will be CPR and First Aid certified. Staff will have available:

1. a portable First Aid kit and
2. Emergency Numbers, and
3. Have access to a mobile/cell phone whenever possible.

4. Any activities involving non-District transportation, overnight stay, out-of-state travel, and any water-related activities including boating, must be approved by the Administration.

The School Administration will be called to report any injuries or emergencies which require medical assistance. A med-trained teacher will be responsible for the recording of and dispensing any medications.

Water Related and Activities:

Should water-related activities be approved the following rules apply:

- Staff should implement the Buddy-system prior to entering the water.
- Students are prohibited from entering the water above their knees without a lifeguard.
- Chaperones should monitor student activity in the water.
- Approved boating activities require all students to wear a PFD.
- Vender boating activities require a licensed crew and prior evidence of one million dollar liability insurance.

Use of any vendor for field trip activities requires prior approval and evidence of one million dollar liability insurance.

In addition the Board requires that:

- A. Parents/guardians give written permission and medical consent forms for field trip participation;
- B. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies; and
- C. Students participating in field trips conduct themselves in a manner consistent with Board policies and school rules.

Cross Reference: EEAG: Student Transportation in Private Vehicles
 KHB: Advertising and Solicitations in School
 JEA: Compulsory Attendance
 JEAA: Student Attendance/Student Absences and Tardiness
 JLCD-E: Medication Administration on Field Trips

Adopted: 5/11/2016

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