

IJOA – STUDENT FIELD TRIPS

DEFINITION – Field trips are defined as any activity not held on school grounds. Field trips may be a day activity or an extended overnight activity. For extended field trips please reference Policy IJOAA Extended Student Trips as the rules and regulations are above and beyond what is expected for a day activity.

STUDENT RESTRICTIONS - Field trips are restricted to elementary students only, middle students only, or high school students only. Exceptions may only be granted by the School Board.

PRE-APPROVAL INFORMATION - All field trips are to be authorized by the Principal. At least two (2) weeks before the proposed day of any day field trip, the field trip advisor shall supply the following information to the Principal.

1. The date of the trip
2. Purpose of the trip
3. Relevance to the school curriculum or co-curricular/interscholastic program
4. Location of the trip
5. Grade level of students
6. Student supervision model to be used
7. Total trip cost to student/parent and district
8. Consideration for students that are unable to pay
9. Reasonable accommodations for eligible students with disabilities
10. Departure time and return
11. Transportation details
12. Emergency contact information for trip location and transportation provider
13. Safety considerations for outdoor or high risk activities
14. Plans for communication, first aid, emergencies and inclement weather
15. Number of pupils and adults
16. Names of teacher(s) and chaperones
17. Activities for students not attending
18. Plans for parental approval
19. Other such information to school administration for approval.

APPROVAL PROCESS - Upon receipt of this information the Principal shall approve (disapprove) the trip for educational purpose and safety. Special attention shall be paid to

adequate student supervision and safety protocols based on the age and number of the students, and the number of school days missed.

STUDENT SUPERVISION - Students must be supervised at all times. All trips shall include at least one (1) school staff member and one (1) other district approved adult in case of emergencies. Please note that this is a minimum requirement with additional supervision being required for the number of students and age of students. If at all possible, student supervision shall include both male and female adults. All staff members shall be on active duty for the school district.

PARTICIPATION - Staff members and students are not required to participate in field trips. The district will not penalize any student or teacher who chooses not to attend a field trip. Please note that the District reserves the right to cancel a field trip that does not have adequate staff participation.

FINANCIAL CONSIDERATIONS - The field trip will operate at no additional cost to the district. The district is not responsible for any losses which may arise from cancellation or alteration of field trip itinerary or losses to personal possessions or costs associated for emergency or medical care. The district cannot guarantee a full or partial scholarship for the purpose of attending any field trip.

CONTRACTS - Only the School Principal is authorized to sign contracts relating to field trips on behalf of the School District.

TRIP ADVISOR RESPONSIBILITIES - The trip advisor, in requesting permission to take his/her students away from school grounds, should submit the details of such a trip to the Principal. After approval a Warning and Consent Form should be sent to the parents of each participating child for a signature and return. No child may leave the school ground on a field trip unless the form has been signed by the parents. Written information shall be provided to parents at least one (1) week prior to the day field trip. Please reference Policy IJOAA for extended field trip guidelines. Parental consent & release, health insurance and medical information, and other such documents of students attending should be filed with the Principal before the trip. The trip advisor is to carry these documents with them at all times.

The advisor is responsible for ensuring that all travel, accommodations, meals and/or entertainment activities that are included in the trip are provided. Travel by private vehicles shall be governed by School District Policy. Permission to attend motion pictures and live performances should be submitted to the School Principal for approval of age appropriateness or curriculum relevance.

The advisor shall also ensure that all chaperones serving on the trip be subject to Policy GBCD Background Investigation and Criminal Records Check. The advisor shall see that there is always an advisor/chaperone on duty. The advisor must immediately notify the School Principal of any emergency that occurs. The School Principal shall coordinate parental notification with the advisor. The advisor must never dismiss a student from a field trip and send a student home alone.

Chaperones must be at least 21 years of age. All adults participating in the field trip shall understand their respective roles and responsibilities as well as cost obligations, and this shall be communicated in writing by the field trip advisor.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal before the trip will be taken. All funds are to be deposited in the school's student activity account designed for this purpose. The field trip advisor is to supervise this process.

The trip advisor shall communicate to chaperones that all adults represent the Epping School District and he/she shall abide by school rules and regulations, and School Board Policy while participating on the field trip. The trip advisor shall also communicate to students that all students represent Epping School District and he/she shall abide by school rules and regulations.

CHAPERONE RESPONSIBILITIES – It is advised that chaperones do not bring or invite other children than those designated to participate in the field trip. All non-employee adults participating in the field trip shall be designated volunteers and are required to sign the required volunteer documentation per School Board Policy. Chaperones may be required to complete the fingerprinting process for background investigation per Policy IJOC Volunteers. Chaperones are required to abide by all school rules and regulations, and School Board Policy while participating on the field trip.

STUDENT RESPONSIBILITIES - Student attendance on field trips is a privilege, not a right. All students are to understand that he/she represents Epping School District and he/she shall abide by school rules and regulations while participating on the field trip. A field trip advisor may also impose other rules and regulations pertaining to the field trip.

The school district reserves the right to exclude students for questionable behavior. Students serving suspension are ineligible to participate on field trips.

Students found participating in acts of gross misconduct including, but not limited to, possession/use of drugs, tobacco or alcohol, vandalism, theft, violence, and/or sexual misconduct will be returned home at the expense of their parents. The district reserves the right to inspect all luggage and carry-on items prior to departure. The district also reserves the right to pursue financial compensation from students/parents for damages that occur on the field trip.

Students are to immediately report any misconduct mentioned above as well as acts of bullying, hazing or harassment to the trip advisor.

STUDENT TRANSPORTATION - Students must travel to and from the field trip by district approved transportation. Exceptions for travel with a parent may be approved with completion of the proper paperwork prior to the day or extended field trip. The district assumes no liability for students transported by parents in private vehicles. The District will only release a student to the person identified for transportation purposes on the proper paperwork.

Statutory/Regulatory/Policy/Handbook Cross References

- Reference School Board Policy IJOAA Extended Student Trips
- Reference School Board Policy GBCD Background Investigation and Criminal Records Check
- Reference School Board Policy IJOC Volunteers
- Handbook (Staff Handbook)

APPROVED: March 22, 2007