

## FIELD TRIP GUIDELINES

### General Guidelines

1. All field trip groups must be well chaperoned. There must be at least one teacher/instructional assistant/advisor in attendance on each field trip, and an additional number of chaperones to ensure the safety of the students.
2. Under no circumstances shall students be allowed to drive school-owned vehicles on school-affiliated educational field trips.
3. District employees or other adults may use private vehicles for transporting students on school-affiliated trips in accordance with the established district procedures and State laws. This includes, but is not limited to, providing evidence of liability insurance and a current driver's license. An annual review of driving records is required. District employees are required to complete *Verification of Fitness to Drive* form every three (3) years.
4. In order for a student to be excused from attending school and able to participate in a field trip, the student's parent(s)/guardian(s) must submit to the building principal a signed permission slip.
5. All students are expected to abide by the rules/guidelines in the student handbook and/or student activity code and follow the directions of the field trip supervisors. Any student violating such rules shall be subject to disciplinary action.
6. Field Trip request forms must be submitted to the school office at least two (2) weeks prior to the date the buses are needed.
7. The Athletic Director shall furnish the bus company with a list of buses anticipated for each sport session.
8. A fee covering the actual cost of the trip will be charged to the student for approved co-curricular trips scheduled outside normal school hours or outside the normal school program.

### Field Trip Guidelines

#### School Affiliated

- School time can be used to inform students of the trip
- Fundraising is available to defer the cost and can be affiliated with the school - *follow fundraising guidelines*
- All students in the group have the opportunity to attend
- Staff attending on workdays shall be compensated as a workday
- Recognized as part of district's curriculum or co-curricular activities

#### Non-School Affiliated

- School time can not be used to promote the trip
- No fundraising activities may be connected to the District
- The District does not determine the trip roster
- Staff attending on a workday would be expected to use a personal day or receive a pay deduction

- All meetings related to the trip must be done off paid time
- Disclaimer (352– Form) must be added to all correspondence given to potential participants

### **Chaperone Guidelines for School Affiliated Field Trips**

1. Teacher(s) directly connected to the group going on the field trip will be expected to be chaperones. The day will be treated as a workday, if it occurs on a workday.
2. Field trip coordinators who have students in need of one-on-one assistance on a school-sponsored field trip will direct this request to the Director of Pupil Services/designee. If a need is determined, the Director of Pupil Services/designee shall supply personnel to accompany the student. In this case, the school personnel's time will be considered as a workday, if it occurs on a workday.
3. Field trip coordinators will organize parent volunteers as chaperones. Parents will be expected to cover their own expenses for the day. A parent employed by the District would be required to take a personal day.
4. In the event, enough chaperones are not available per the recommended number determined by the field trip destination, the building principal will determine chaperones based on the following:
  - Those individuals whose impact of being gone for the time of the field trip will have the least impact on student learning. (Example: a teacher has very few students remaining due to the trip and no substitute would be needed for that teacher)
  - The teacher must be teaching at the same level of the students attending the trip.
  - A correlation must be demonstrated between contractual duties and field trip learning experience.
  - The individual is requested by a principal to chaperone due to special circumstances.
  - These individuals would not have time deducted from personal leave.

### **Guidelines for Non-School Affiliated Trips**

- The Board may approve payroll deductions for faculty members acting as independent agents if extended trip related absence exceed three personal days.

CROSS REF.: 374 – Student Fundraising Activities  
 374-Rule – Fundraising Guidelines  
 751.5-Form – Verification of Fitness to Drive

**APPROVED:** May 14, 1985  
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