

PROPOSED GUIDELINES FOR OVERNIGHT TRIPS

I. Planning

1. **All overnight trips must be approved prior to the distribution of any informational materials about the proposed trip to parents/guardians or students and prior to any fundraising or other preparations.** The process for obtaining approval for a field trip or school-sponsored trip is set forth below.
2. **Step 1**-Once the idea of the trip is developed, gather as much information as possible to present to the principal. This information should include the following:
 - a. Educational rationale for proposed trip
 - b. Dates of proposed trip
 - c. Destination(s)
 - d. Detailed itinerary for proposed trip
 - e. Estimated number of students that will be participating in trip
 - f. Estimated number of chaperones that will be needed
 - g. Projected costs and expenses for proposed trip (Note: the trip cost should include the additional insurance coverage through Risk Management)
 - h. Additional supporting documentation related to proposed trip
3. **Step 2**-Obtain the principal's support for the idea of the trip
4. **Step 3**-Hold a meeting with the parents of the students who will participate to determine their support for the trip. Explain the approval process to parents (Steps 4 and 5)
5. **Step 4**-Fully develop the details of the trip in full and present to the school board
6. **Step 5**-Once the school board has approved the trip, submit the details to the office of education accompanied with the school board action for approval by the Board of Education.
7. Once the Board of Education approves the trip, you will receive a notice of approval after which you may freely advertise the trip.
8. Trips planned for the Fall should be approved by the April Board of Education meeting. The Board of Education generally meets the:
 - a. first Sunday in February
 - b. last Sunday in April
 - c. second Sunday in June
 - d. last Sunday in October
9. Approval for any field trip or school-sponsored trip may be revoked if a change in circumstances, whether man-made or natural, would warrant cancellation of this field trip in the interest of the safety of the students and staff.

II. General Guidelines

1. The field trip must be educationally-based, connected to the curriculum, and provide an opportunity for reflection and assessment upon completion.
2. Individuals planning overnight trips are encouraged to plan such trips during school vacation times unless special justification is provided evidencing sound educational and curriculum relevance for using school time.
3. Students who choose to participate in a school-sponsored trip must identify and make up any schoolwork that may be missed as a result of participation in the field trip.
4. Student safety and supervision are of the utmost concern on any field trip.
 - a. Special attention should be paid to any activities that include students to be in or near a body of water.
 - b. Special attention should be paid to any other activities that will require students to be near or engage in new activities or physical activities. A thorough review of the applicable safety principles should be completed prior to the start of the trip.
 - c. Students are prohibited from operating or being a passenger on any motor vehicle or motorbike during a field trip or school-sponsored trip.
 - d. Students are subject to the authority of the teacher-chaperone(s) at all times and must comply with rules and codes of conduct of all school-based rules and any rules of conduct developed by the organizers and chaperones of the field trip. A minimum one-to five (1:5) chaperone to student ratio should be used when determining supervision
 - e. The Trip Leader must be a one full-time teacher who accompanies the group.
 - f. Students are expected to take part in all planned group activities unless extenuating circumstances warrant differently. All students must leave and return with the group on all field trips or school-sponsored trips
 - g. If a student is involved in any criminal activity while on a trip, whether as a victim or as an alleged perpetrator, the student's parents/guardians will be notified immediately by the principal or teacher.
 - h. If a student requires medical attention while on a trip, the student's parents/guardians will be notified immediately by the principal or teacher.
 - i. If a student is to be sent home early due to unacceptable conduct, the parent/guardian of the student must be notified prior to the student being sent home. The parent is responsible for any expense incurred as a result of the school's decision to send a student home earlier than the scheduled return date or time due to the student's unacceptable behavior.
5. Principals are responsible for ensuring that appropriate support staff are available so that children with disabilities are not excluded from participation in any field trips.
6. All field trips should be reviewed periodically by principals to assess whether the field trip is effective and continues to offer a substantive benefit to participants.
7. For all field trips requiring transportation, transportation must be provided by a common carrier that is licensed and insured. All transportation vendors also must maintain liability insurance with at least \$1,000,000 per occurrence for bodily injury.
8. All chaperones must have successfully completed a criminal background check before being permitted to serve as a chaperone on any field trip or school sponsored trip if there is any potential that the chaperone will have direct and unmonitored contact with any student.

9. Overnight accommodations should be made in advance with safety and security in mind and, whenever possible, travel between the hours of midnight and 6:00 a.m., should be avoided. Trip itineraries should leave enough room for drivers to rest.
10. No student should be denied the privilege of participating in a field trip or school-sponsored trip because of financial inability to pay the fee.
11. The Trip Leader will maintain a list of all chaperones that are on a field trip and/or school-sponsored trip. The list must include the following information: (a) name, (b) address, (c) telephone number, (d) designation as to whether employee of the school or parent/guardian of student who is participating in the trip and/or school-sponsored
12. Chaperones should not bring family members who are not registered students at the school on the trip.
13. A list of the names of all students participating in the field trips, the names of the parents/guardians, the home addresses and contact telephone numbers for the parents/guardians.
14. The Trip Leader also must leave copies of the chaperone list and student lists at the main office of the school.
15. During the trip, chaperones should be assigned to accommodations on every floor that is occupied by students. It is also strongly recommended that a night watch is organized to discourage students from wandering after the set time for curfew.
16. Before disembarking on the trip, there must be a meeting of all students, parents/guardians and chaperones. At the meeting parents/guardians must be informed of the rules of the trip as well as other pertinent information, including without limitation that the approval of all field trips and school-sponsored trips is conditional upon the daily behavior of the students.
17. Before leaving, the parent and student must sign a Behavior Agreement which should outline the consequences of unacceptable behavior on the trip. (See Example)

IMPORTANT NOTE: THIS FORM MUST BE SIGNED IN THE PRESENCE OF THE TEACHER OR PRINCIPAL

CLASS TRIP BEHAVIOR AGREEMENT-STUDENT

I understand that in participating on my senior class trip, I am to follow all school policies, class trip guidelines and will be obedient and respectful to the teachers and chaperones. I also understand that if I violate these policies and guidelines, it could result in being immediately sent home at my or my parents' expense, and if my teachers conclude my actions are a serious violation, I will forfeit any participation in the graduation exercises.

By going on this trip, and signing this form, I am promising that I will follow all the rules and directions the same as at school.

Student's Name (PRINT)

Date

Student's Signature

CLASS TRIP BEHAVIOR AGREEMENT-PARENTS

I understand that in letting my child participate on his/her senior class trip, that he/she must follow all school policies and class trip guidelines. I also understand that if he/she violates these policies and guidelines, it could result in being immediately sent home at my child's or my expense, and if his/her actions are deemed a serious violation, he/she will forfeit any participation in the graduation exercises.

Parent's Name (PRINT)

Date

Parent's Signature

Sponsor's Signature

Date

Principal's/Teacher's Signature

Date