

**North Wasco County  
School District 21**

Code: **IICA-AR(2)**  
Revised/Reviewed: 6/08/00; 5/26/04; 6/15/17  
Orig. Code(s): IICAA-AR

**Extended Field Trip - Trip Supervisor**

Dear Trip Supervisor:

Your willingness to serve as a supervisor for a group of students on an extended trip is greatly appreciated. Without such dedication, some students would be deprived of the opportunity to participate in experiences which are valuable to their individual educations.

In conjunction with the responsibilities you assume as a trip supervisor, the following are furnished for your information as general guidelines:

1. Ensure that trip procedures and regulations are distributed to the parents and students involved and discussed thoroughly with the students and other supervisors and/or parent chaperons;
2. Ensure receipt of the signed parental approval forms prior to the departure date and take them with you on the trip since they contain medical treatment authorization;
3. Establish curfew regulations and conduct appropriate bed and room checks for the duration of the trip;
4. Take appropriate actions for rules infractions by students, including parental contacts and, if necessary, make arrangements for sending the student home;
5. Take necessary steps to ensure appropriate emergency or medical treatment when prudent to do so;
6. Contact your principal or other building administrator if you have questions, need advice regarding a problem, or have a situation about which the administrator should know.

Thank you again for your interest in serving the students as a supervisor. We hope your trip is both educational and enjoyable.