

Field Trips and Special Events

The purpose of this statement is to clarify responsibilities of teachers regarding the district's student behavior policy as it relates to student trips.

In general, teachers shall be responsible for the supervision of students under their control on any school-sponsored field trips, club trips, athletic events, etc. The following directives are for the purpose of clarifying teacher responsibility in this regard.

Planning for Trips

1. A teacher will be present and in charge whenever students are involved in a field trip, club activity, athletic event, etc. The teacher is responsible for student conduct on the trip, acting as an agent of the district.
2. Such trips shall be arranged at least 10 days in advance and have approval secured from the principal. Field trips and activity trips that extend for one or more overnights will be planned far enough in advance to give the board a minimum of 30 days notification. Trips that are planned and approved with the course of study for a class will not require separate approval.
3. Field trip permits signed by parents are required for all nonathletic trips.
4. The principal will be provided with a list of all participants one week in advance of the activity. Names will be placed on the weekly activity calendar to assist in teacher planning.
5. Adequate chaperons will be provided. If girls are in attendance, at least one female adult, preferably a teacher or parent, will be included as a chaperon.
6. The principal shall, in advance of the event, be provided with an itinerary accounting for all activities of the event.
7. If transportation other than school bus is used, notice of the date, destination and drivers for a given trip must be provided the principal not less than 72 hours in advance of the trip. **ALL DRIVERS MUST BE LICENSED ADULTS.**

Parental Approval

1. Parents shall be notified and approval must be granted for students to participate in any field trip or club trip activity.

2. Parents shall be advised of the group itinerary in advance of the trip. If an overnight stay is involved, parents should be informed where they may contact the chaperon and their student.

Trip Conduct

1. The teacher shall be in charge and is responsible for student conduct on the trip, acting as the agent of the district.
2. Chaperons shall have knowledge of the activities of the students while under their supervision and shall check from time to time to ensure student cooperation and adherence to proper rules of conduct.
3. Students are accountable to their chaperons for their conduct.
4. Chaperons shall, whenever feasible, arrange activities of interest and/or educational value for the purpose of providing students worthwhile activities while on the school-sponsored trip.
5. At the conclusion of any activity described above, a brief report, which may be verbal, shall be submitted to the principal regarding the activities and success of the trip. In the event of any misconduct or suspected misconduct, such report shall be in writing and shall include specific information.