

Field Trips and Excursions

Minimum requirements for out-of-state or other overnight field trips are as follows:

1. Approval: Out-of-state trips require Board approval. In-state trips require administrative approval;
2. Chaperons: One (1) responsible adult chaperon for each ten (10) students. Where three (3) or more students of one (1) sex are included, there must also be a chaperon of that sex;
3. Rules and responsibilities: Students are to conduct themselves in accordance with regular school rules and regulations at all times. In addition, any special trip rules are to be distributed and explained prior to and during the trip and shall be complied with. Written responsibilities of chaperons shall also be distributed and explained prior to each trip;
4. Mode of transportation:

Distance	No. of Students	Acceptable Mode
Unlimited	1 – 8	Van (over 300 miles, minimum of two (2) qualified adult drivers)
Unlimited	Over 8	School bus or commercial transportation

5. School Days Missed: Unless significant extenuating circumstances are present, a maximum of two (2) school days shall be allowed for each trip.

Club and organization trips shall be planned in conjunction with holiday or vacation periods to either eliminate or limit the number of school days missed. In any event, the two (2) allowable school days shall be used for either direct travel time or for engaged educational activity. School days shall not be used for purposes of sightseeing or other recreational type activities;

6. Supervision: When students are participating in any activity that may contain an element of danger (i.e. swimming) chaperons must be present and actively supervising at all times. Students are to observe any posted or stated precautionary rules.

Supervisors shall prohibit student participation in any activity, wherein the supervisor determines an unreasonable element of danger or potential hazard exists.