

### Field and Activity Trips

School buses may be used for Board-approved field and activity trips in addition to regular daily school transportation. Buses needed for transportation to and from school will take precedence over buses for other purposes.

Requests for field trip transportation must be submitted on a request form, approved by the school principal, and sent to the superintendent at least seven days in advance of the planned trip. The superintendent or designee shall review all transportation requests and forward approved requests to the contractor. Requests shall include loading times and all authorized stops.

Coaches, teachers or other chaperons authorized by the superintendent or designee will ride each bus on field and activity trips. Coaches, teachers and chaperons have the responsibility for student behavior on the bus during trips. The bus driver has the final authority and responsibility for the bus and passengers during transit. Chaperons will cooperate with the bus driver in handling any discipline necessary to maintain proper safety on the bus. Misbehaving students shall not be left in the care of the bus driver during activities.

Students on field or activity trips shall be under the supervision of the chaperons, teachers, coaches, bus driver or other responsible adults. Each school shall have a specific plan for each field and activity trip.

The bus driver shall designate where baggage and equipment shall be placed. It is the bus driver's responsibility to ensure that all items are secured so that they will not pose a hazard to passengers in the event of an accident or sudden stop.

Bus drivers shall not make stops, except brief rest stops, unless such stops are authorized on the field trip request.

1. The principal and superintendent must approve all overnight trips. Trips out-of-state require superintendent approval and may require board approval if not a regularly scheduled out-of-state trip.
2. Whenever the principal, superintendent or the Board determines that dangerous conditions may affect the health, safety or welfare of those traveling, approval for the trip may be withdrawn.
3. Teachers leading field trips must assign enough adult chaperones to assist them in supervising students. The ratios of students to adults should be as follows:

<b>Ratio</b>	<b>Grade</b>
5:1	for K-3
10:1	for 4-8
20:1	for 9-12

Exceptions to a ratio may be made by the principal considering the type of field trip, the length of the trip, the age of students and the safety of students.

4. Teachers and chaperones must not schedule any unsupervised time for students and must supervise students at all times during the trip.
5. Teachers leading field trips must prepare a detailed itinerary, a roster of participants, and a list of addresses and telephone numbers where participants can be reached in case of an emergency. Teachers must submit this information to the principal at least one day before the trip. If any deviation from the itinerary occurs, teachers must notify the principal as soon as possible.
6. Teachers must review with students expectations for student conduct and emergency procedures for field trips.
7. In the event of an emergency during a field trip, the teacher leading the field trip must notify the principal by telephone as soon as possible. This includes emergencies directly affecting students as well as a general emergency in the area where the field trip is taking place.
8. Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own. Teachers must never send a student home alone even for disciplinary reasons. Parents/guardians desiring to take their children home before a field trip ends must submit a note to the teacher about such arrangements in advance of the trip. The Board assumes no liability for students who are, for any reason, transported by parents in private cars.
9. No staff member or student will be required to participate or pressured into participating in a field trip if he/she believes that his/her safety will be jeopardized. Such staff members and students will not be penalized for not participating in a field trip.
10. Teachers or coaches are required to remain at school until last student is picked up.
11. Emergency information sheets for each student will be carried on each trip.
12. Plans and arrangements are to be made for students with special medical needs, including those subject to allergic reactions to bee stings, etc.

**FIELD TRIP SUPERVISION AND PLANNING FORM**

Date of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Supervision: \_\_\_\_\_

1. Trip Coordinator: \_\_\_\_\_

The trip coordinator is responsible for personnel, students, curriculum evaluation and all other aspects of the trip.

2. This form is to be turned in three days before the planned trip.

3. A minimum supervision ratios: 5:1 for K-3; 10:1 for 4-8; 20:1 for 9-12. Exceptions to this ratio may be permitted by the school principal considering the type of trip and safety of the students.

4. The supervisory assignments of the adults are on the next page.

**Trip Planning:**

1. Bus supervision approval Date \_\_\_\_\_

2. Parent notification slips sent out Date \_\_\_\_\_

3. Permission slips verified Date \_\_\_\_\_

4. Schedule

Time of departure \_\_\_\_\_ Lunch \_\_\_\_\_

Time of return \_\_\_\_\_ Sack  Purchased

Where \_\_\_\_\_ Cost \_\_\_\_\_

5. A page briefly listing objectives and course goals from district curriculum guides coordinating this trip to the district curriculum is attached to this form to be put on file with the building principal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trip Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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Adult's Name: \_\_\_\_\_

Students: \_\_\_\_\_

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