

West Carroll Special School District

Field Trip Procedures



Field Trip Approval

1. All field trips must be approved by action of the Board of Education. The District will maintain a list of field trips which will be approved annually by Board action. This annual approval will count as one (1) reading before the Board.
“Day trips,” defined as trips that do not require overnight travel, require one reading before the board. If the day trip is included as part of the field trip list approved annually by the board, no additional board action is necessary. If the day trip is not included on the list, Board approval must be secured before trip planning is finalized.
Overnight trips require two readings for Board approval. If the overnight trip is included as part of the field trip list approved annually by the board, one additional reading before the Board is necessary. If the overnight trip is not included on the list, the Board must approve two readings of the proposal before trip planning is finalized.
2. The building principal will review the Field Trip Request form and confirm with his or her signature that all required preparations for the trip have been completed. The FTR will then be forwarded to the Director of Schools for final approval.
3. A trip itinerary and complete list of event participants must be submitted with the Field Trip Request.

Types of Field Trips

1. Field trips may be classified as academic, athletic, student organization, or reward.
2. For academic trips, the following should be submitted with the Field Trip Request: the standards addressed, a description of the activities that prepared students for the field trip experience, and a description of the follow-up activities after the field trip.
3. Trips classified as “athletic” should be limited to trips in which students engage in competition or exhibition activities. Trips taken expressly to view others in competition might be considered “reward” unless the intent of the trip is specific information gathering.
4. For reward trips, the sponsor should attach to the Field Trip Request a description of the requirements that students must meet for participation in the event and a rationale for using the trip as a reward or incentive.

Transportation

1. Bus transportation will be arranged prior to the field trip. The county will issue a trip permit and a driver will be secured prior to approval by the Director of Schools.
2. Alternate transportation methods must be discussed and approved by the Director of Schools prior to completing the Field Trip Request.
3. Students must not be transported in private vehicles until it is documented that Board minimum liability insurance coverage is in place.
4. No more than five (5) adults are permitted to ride on a school bus. At least one coach, faculty member, or chaperone will accompany each bus.
5. Coaches, faculty members or chaperones in charge of the bus will inspect the bus after all students have been discharged to check for damage and any articles that may have been left on the bus.
6. If any food or beverages are given to the group, it is the group’s responsibility to see that the bus is cleaned. No glass containers are allowed on school buses at any time.
7. Coaches, faculty members or chaperones will account for all students assigned to his bus before departing from scheduled stops.
8. Students are expected to abide by all bus rules unless directed otherwise by faculty member in charge of the trip.

Chaperones

1. In addition to the sponsoring teacher, one adult must be present for each ten (10) students participating in the event. This reference is an absolute number, not a rounded total. Examples: 1-10 students, sponsor + 1 Chaperone; 11-20 students, 1 sponsor + 2 Chaperones; 21-30 students, 1 sponsor + 3 Chaperones.
2. Bus drivers will not count as chaperones. Bus driver's full-time responsibility is safe transportation of event participants.

Off Campus Practices

1. The sponsoring faculty member must secure in writing parent or guardian permission for the student to participate in the field trip event. Written permission forms must be maintained in a file that the sponsor can reference during the trip if necessary. Permission forms should include any applicable or necessary medical release.
2. Sponsors should review the list of event participants to identify any special medical needs. Special arrangements should be made as appropriate.
3. Sponsors must confirm that the academic and discipline records of each participant meet the minimum requirements that permit participation in the activity.
4. The trip itinerary must be made available to the participants and parents/guardians prior to the event.
5. The West Carroll Code of Conduct and individual school rules will serve as minimum expectations for student behavior during field trip events. Sponsors may impose additional rules as trip conditions warrant. Expectations for behavior should be discussed with students prior to the event and reinforced during the event. The trip sponsor is responsible for making chaperones aware of specific behavior expectations.
6. Sponsors and chaperones should monitor student attendance on a regular basis, i.e., attendance checks should be conducted before buses move from scheduled stops, at meal times, at periodic intervals of time during the day, at bed time, and before returning home. A student roster is required.
7. Student should be assigned to groups or a buddy. At no time should a student be alone while on a field trip.
8. Under no circumstances should students be left anywhere without supervision by a chaperone.
9. Any emergency situation must be reported to the building principal immediately.

Trips Abroad

1. All trips abroad will require two readings before the Board of Education. No list of approved trips abroad will be maintained. Each trip must be approved individually.
2. Any request for a trip abroad must be made in for the first reading before the Board to occur at least six (6) months before the scheduled date of departure.
3. Generally, the rules for any other field trip event will apply for trips abroad. In the interest of safety, the building principal or Director of Schools may impose additional expectations for students participating in these events.

Non-Sanctioned Field Trips

Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum, and the Board will assume no liability for fund raising or legal obligations of such events. Recruitment of students for such activities must conform to West Carroll SSD Board policy. Students must be notified that the event is not sanctioned by the Board of Education.