

FIELD TRIPS

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. All field trips must be specifically approved by the principal long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians.

Transportation shall be provided only in District vehicles, driven by authorized personnel. Any exceptions must be approved by the principal and involved parents, and will involve completion of liability waivers.

In general, field trips shall be conducted within the normal school day. **Overnight, in-state trips must be approved by the Superintendent**, at least one month before travel. **Any out of state trips must receive Governing Board approval**. Requests for out-of-state travel must be submitted no later than two months before the planned event. Requests for overnight or out-of-state trips must use [PUSD's Overnight Travel Request form](#).

Chaperones

Chaperone Ratios:

- There must be at least one PUSD Employee on each trip (not including the bus driver).
- For all field trips, a minimum of two adult chaperones are recommended. With prior administrative approval, a trip may be approved with only one adult chaperone as long as the chaperone-to-student ratio listed below is still followed. Overnight and out of state travel must always have at least two adult chaperones.
- It is the responsibility of the PUSD employee supervising the activity to ensure the appropriate number of "required chaperones" is obtained.
- The ratios below will be used to determine the appropriate number of chaperones.
 - i. **For grades K-4:** A chaperone-to-student ratio of one adult to ten or fewer students will be maintained for day trips.
 - ii. **For grades 5-6:** A chaperone-to-student ratio of one adult to fifteen students will be maintained for day trips.
 - iii. **For grades 7-12:** A chaperone-to-student ratio of one adult to twenty students will be maintained for day trips.
 - iv. **Overnight or out-of-state travel:**
 - 1. At least two adults must chaperone all overnight and out-of-state trips.
 - 2. All overnight and out-of-state travel will require a chaperone-to-student ratio of one adult to ten or fewer students.

3. For out-of-state and overnight student travel, whenever there are both male and female students on the same trip, it is required that both male and female chaperones accompany the students.

Adjustment to a different ratio will be considered by the Principal if factors, such as the age and maturity of students, or the type and location of activity, indicate that increased or decreased supervision may be needed.

Non-student children of chaperones (employees, parents, or volunteers) may not accompany the parents on any school related trips. Only students in the participating class or club may attend a field trip.

Chaperone Responsibilities

- All volunteer chaperones will be under the direction of the PUSD employee supervising the activity.
- All chaperones are expected to provide close supervision of students and conduct themselves in an appropriate manner at all times.
- All chaperones must report all incidents of student injury to the supervising PUSD employee. The PUSD supervising employee must report all student injuries to the student's parent(s) and the Principal.
- All chaperones are expected to conduct themselves according to Governing Board policy and in a manner beyond reproach throughout the trip. No smoking, alcohol consumption, drugs, or other inappropriate behavior is allowed.
- Chaperones shall not stay in the same rooms with the students on overnight trips, unless the chaperone is related to all student(s) staying in the room. In unique situations, the principal may authorize chaperones to stay in the same room as unrelated students for the purpose of supervision if the room is a communal room/cabin. e.g. 5th grade camping trip.
- There must be a clear plan for continuous supervision of students on overnight trips.
- Other responsibilities may be asked of the chaperone, depending on the nature of the activity.

Chaperone Approval / Clearance

For day trips: Prior to serving as a chaperone, parents/legal guardians of current PUSD students attending the trip must complete an online volunteer application. Non-parent/legal guardians must complete the online volunteer application and submit a criminal background check through the volunteer coordinator (paid for by PUSD). A valid IVP Fingerprint Clearance Card will be accepted in lieu of a criminal background check.

All overnight activities: Prior to serving as a chaperone on any overnight activity, all individuals including parents, must complete a volunteer application and submit a criminal background check through the volunteer coordinator (paid for by PUSD). A valid IVP Fingerprint Clearance Card will be accepted in lieu of a criminal background check.

The District Volunteer Coordinator, in collaboration with the Human Resources Director and the site Principal reserve the right to deny the approval of the volunteer based on the application and/or background check.

All current District employees are pre-approved to chaperone student field trips, but must obtain approval from the site Principal to accompany students off campus.

The supervising PUSD employee must provide a list of chaperones to the site Principal prior to activity. All proposed chaperones must be approved by the site Principal.

Short homestay exchanges with other schools: PUSD parents/guardians of students who will stay overnight in the home of a family other than their own will have the hosting school's homestay family vetting process shared with them. PUSD parents must agree in writing to have their child stay with a homestay family from another school.

All adults who reside in the home of a PUSD family hosting homestay students from another school must complete a volunteer application and submit a criminal background check through the volunteer coordinator (paid for by PUSD). A valid IVP Fingerprint Clearance Card will be accepted in lieu of a criminal background check.