

The Board Chair felt we needed more discussion on this policy. I have removed the portions regarding volunteer drivers. Again, most of this policy is not required by code. The portions which are required are in blue. We have posted the original policy as well.

IMPORTANT NOTE:

All Overnight trips are to be approved by the Board of Trustees. Non-participating students or children of chaperones and/or district staff are not allowed to travel on school, district, or Board-approved tours, excursions, or overnight trips.

Soda Springs School District No. 150 will follow the provisions of this policy to help ensure the safety of all students, staff, and volunteers while participating in school-sponsored extended field trips.

DEFINITIONS

An “extended field trip” means an overnight, out of the district (over 50 miles), or out-of-country school-sponsored trip where students leave school grounds for an educational purpose. An extended field trip may occur for the purpose of curriculum related study (part of the classroom educational experience), Idaho High School Activities Association (IHSAA) interscholastic athletics, co-curricular activities, or part of a school-sponsored club.

STUDENT PARTICIPATION

No student may be excluded from participating in a field trip due to inability to pay or a documented disability. Schools that offer field trip opportunities will provide an equal opportunity for participation by all students.

EXTENDED FIELD TRIPS

Requests for extended trips must initially be made to the building principal and must have the principal’s support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the extended field trip request to the board. The board will render the final decision on extended field trips.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association (IHSAA) will be scheduled by the administration.

Whenever possible, extended trips will be scheduled after regular school hours, on weekends, or during school breaks.

EXTENDED FIELD TRIP PROPOSAL

The organizer of the field trip must initially submit a field trip proposal to the building principal for approval. The proposal must be submitted at least six (6) weeks prior to the proposed trip.

The field trip proposal must include the following:

1. The school; the staff member(s) in charge of organizing the extended field trip; and the class, club, department, or organization involved in the extended field trip.
2. A description of the educational purpose/benefit of the field trip.
3. The total number of school days missed. Advanced makeup of school work will be required when the trip exceeds one (1) school day.
4. A preliminary field trip itinerary.
5. Detailed information on the activities in which the students will be participating on the field trip including:
 - a. Estimated number and ages of students;
 - b. Estimated number of chaperones;
 - c. Means of transportation (school bus preferred);
 - d. Means of providing food;
 - e. Means of housing (if applicable); and
 - f. Any special elements or risk related activities; e.g., swimming, motorized activities, or air travel.
6. A breakdown of the estimated costs including the cost to the class, club, department, or organization; the school district; and the individual student. Fundraising drives to defray costs must be pre-approved by the principal.

Following an extended trip, a summary and evaluation will be prepared and presented to the board.

EXTENDED FIELD TRIP ORGANIZERS

District employees who have received permission for an extended field trip must, in addition to developing the proposal for the extended trip, perform the following duties:

1. Hold a pre-trip meeting with students and parents/guardians.
2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibility and rules for the students.
4. Discuss district policy regarding student conduct while on a school-sponsored activity.

VOLUNTEER CHAPERONES AND DRIVERS

Chaperones will ensure students have supervision at all times while on a school-sponsored field trip. All district employee and volunteer chaperones will perform the following duties while on the field trip (see Volunteer Field Trip Chaperone Guidelines):

1. Enforce strict compliance with all school and extended field trip rules.
2. Enforce strict compliance with the established curfew. Periodic checks must be conducted to ascertain that the students are following the curfew requirements.
3. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended field trip.

All non-employee chaperones/drivers will be cross-checked against the statewide sex offender registry. Additionally, all non-employee chaperones/drivers who will have unsupervised contact with students must obtain a criminal history check by completing a ten (10) finger fingerprint card or scan at the individual's expense.

TRANSPORTATION

PARENTAL INFORMATION AND CONSENT

Parents/guardians will be provided with a written extended field trip itinerary and informed about planned field trip activities, including any potential safety risks. Detailed information regarding the proposed trip will be discussed with students and parents/guardians at a pre-trip meeting. Necessary documents requiring signed parent/guardian consent to participate will be distributed and must be returned with appropriate signatures to the school and reviewed by the school administration before the trip. Information sent to the parents/guardians will include:

1. A letter from the school about the field trip.
2. Field trip details and itinerary, including means of transportation, food, and housing arrangements (if applicable).
3. Items a student should and should not bring on the trip, including type of clothing needed.
4. Field trip consent form, including health information, emergency contacts, and permission for emergency treatment.

STUDENT RESPONSIBILITIES

Students are expected to be knowledgeable about the rules governing student conduct. Field trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed during participation of field trips and extended field trips. Students and their parent/guardian will read and sign the student code of conduct portion of the Parent/Guardian Field Trip Consent Form prior to being allowed to participate on any extended field trip.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian’s expense.



LEGAL REFERENCE:

Idaho Code Sections

33-512(2) and (16) – Governance of Schools

33-130 – Criminal History Checks for School District Employees or Applicants for Certificates or Individuals Having Contact with Students – Statewide List of Substitute Teachers

ADOPTED:

AMENDED:

FIRST READING:

NOTE: Idaho’s state mandated insurance minimums for drivers are \$25,000 per person/\$50,000 per accident and \$15,000 property damage; however, the district should contact its insurance carrier to ensure that the minimum state requirements satisfy its own insurance requirements (if different, adjust the minimum insurance requirements above under “Vehicle Insurance”) and that the district has adequate liability insurance to protect the school district, staff, chaperones, and students while participating in extended field trip activities. Additionally, all non-employee chaperones/drivers must be cross-checked against the statewide sex offender registry and all non-employee chaperones/drivers who will have unsupervised contact with students must obtain a criminal history check by completing a ten (10) finger fingerprint card or scan.