

**FIELD TRIPS**

Requests for approval of field trips must be submitted to the principal at least ten (10) days in advance of the field trip if transportation is required. Field trips not requiring transportation must be submitted to the principal in a timely manner. The proposal must be in writing, identifying the purpose of the field trip and its educational value to students. The principal may impose restrictions regarding the date, length of time, and the chaperone/student ratio as a condition of approval. A field trip outside the district's boundaries must be approved by the superintendent.

All students must return permission slips for the field trip, signed by a parent/guardian, before they will be allowed to participate in the field trip. The teacher will retain the permission slips until the end of the school year. Alternate lesson plans must be available for those students not participating in the field trip.

**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.

Whenever possible, extended trips will be scheduled after regular school hours, on weekends, or during school breaks. Regularly scheduled contests and events directly related to the Idaho High School Activities Association (IHSAA) will be scheduled by the administration.

**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.
  7. Names and contact information for participating students.
  8. Names and contact information for chaperones, including both male and female chaperones, if the proposal is for a mixed group of students.
  9. Any special student needs such as medication or accommodation requirements.

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.
5. Establish a reasonable curfew and enforce strict compliance to this curfew.
6. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the extended field trip.

### **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. At the discretion of the superintendent, any other non-

employee chaperones/drivers may be required to undergo a criminal history check at the individual's expense.

## **TRANSPORTATION**

### **District Vehicles**

The district school bus is the preferred means for transportation. For smaller groups, such as small clubs and teams, a school van may be the most cost-effective method of providing school transportation. A van with a rated capacity of ten (10) or less (one driver and nine passengers) must be used. (If the van has a capacity greater than ten (10), it is considered a "school bus" and must be designed and equipped as such.) The staff organizer or another school district employee will drive the van. If school buses are not available, a recognized charter bus service may be used.

### **Non-District Vehicles**

The use of non-district vehicles is discouraged. If a field trip requires the use of a non-district vehicle, the following items are required:

1. Volunteer drivers must:
  - a. Be at least twenty-one (21) years old;
  - b. Have a valid driver's license;
  - c. Complete a criminal history check (if driver will have unsupervised contact with students);
  - d. Complete the district Volunteer Driver Checklist form;
  - e. Be aware of chaperone/driver responsibilities (see Volunteer Driver Checklist and Volunteer Field Trip Chaperone Guidelines); and
  - f. Be provided with all relevant field trip information.
2. Vehicle Insurance. Private vehicle drivers must provide proof of vehicle insurance with state required minimum liability limits of \$25,000 per person/\$50,000 per accident and \$15,000 property damage. This information is available on the vehicle's insurance policy and is part of completing the district Volunteer Driver Checklist form.
3. Vehicle Inspection. The volunteer driver must complete the Volunteer Driver Checklist form. The school administrator will ensure that a completed form is on file with the school office on the day of the trip. Children must be properly restrained at all times while riding in the vehicle. Children under 13 years old must be transported in rear seats where it is practical to do so.
4. Specific Parental Permission. When students will be transported by adult volunteer drivers in private vehicles, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with a volunteer driver.
5. Students Driving Themselves and Other Students. A student's parent/guardian must give specific written permission if a student drives him or herself. Students will not be allowed to drive other students.

6. Parent Provided Transportation. Parents/guardians may elect to transport their student to and/or from an extended field trip. If the student is transported via means other than the transportation arranged by the school, the parent/guardian must release the district from any and all liability that may arise as a result of this alternate means of transportation. For certain non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity.

## **FOOD**

Meals, snacks, and/or drinks may be provided by the school, brought from home by the students, cooked at the field trip location, or by stopping at places such as restaurants and grocery stores. Parents/guardians will be notified in advance of how food will be provided on the extended field trip. Special student requirements or allergies must be noted on the Field Trip Consent Form.

## **HOUSING**

Prior to an overnight trip, the field trip organizer will arrange sleeping accommodations for the students and chaperones. Chaperone and room assignments will comply with Idaho law. If a chaperone does not sleep in the same room as the students, a room check will occur every thirty (30) minutes until the students are asleep. Housing information will be provided to parents/guardians, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to the student and parent/guardian.

## **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.

A single permission form can be used for the same activity occurring several times on a regular basis (such as a choir performing at various locations) if the field trip itinerary lists the details of the different events (locations, dates, times, means of transportation, etc.).

**STUDENT RESPONSIBILITIES**

Students and their parent/guardian must 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.

**TRIP CANCELLATION**

Field trips and extended field trips may be cancelled due to weather, safety, world events, or local school need. Trips will be cancelled only when the superintendent or designee believes it is prudent to do so in order to ensure the safety of students, staff and chaperones or to ensure the effective operation of the school. In such circumstances, every effort will be made to provide as much notice as possible. The district is not responsible for financial losses to students and parents/guardians due to cancellation of field trips or extended field trips.

**LEGAL REFERENCE:**

Idaho Code Sections

33-512 – Governance of Schools

**ADOPTED:****AMENDED:**

*\*Language in text set forth in italics is optional.*