

**ELEMENTARY SCHOOL
FIELD TRIPS, EXCURSIONS & BUS REQUISITION FORM**

- A. DATE & TIME OF EVENT: _____
- B. LOCATION OF EVENT: _____
- C. ACTIVITY GROUP & SUPERVISOR: _____
- D. PURPOSE OF FIELD STUDY: _____
- _____
- E. CONTACT PHONE NUMBER(S) AT STUDY SITE(S): _____
- F. NAME, LOCATION & PHONE NUMBER OF EMERGENCY MEDICAL
FACILITIES NEAR STUDY SITE(S)

- G. COST PER STUDENT: _____
- H. TRANSPORTATION WILL BE REQUIRED: _____ YES
_____ NO
- I. NUMBER OF PASSENGERS: _____ NUMBER OF BUSES: _____
- J. DISTANCE: _____ MILES @ _____ PER MILE = \$ _____
- K. BUS WILL DEPART FROM: _____ DEPARTURE TIME: _____ AM/PM
- L. BUS WILL RETURN TO: _____ APPROX. RETURN TIME: _____ AM/PM

**BY SIGNING BELOW, THE SUPERVISOR AGREES TO ABIDE BY ALL GUIDELINES AS
OUTLINED ON THE BACK OF THIS PAGE.**

Activity Supervisor Signature: _____ **Date:** _____

Request is : _____ **Approved** _____ **Not Approved**

Principal's Signature: _____ **Date:** _____

SIGNED COPIES WILL BE DISTRIBUTED TO: TRANSPORTATION DIRECTOR, REQUESTING SUPERVISOR &
SUPERINTENDENTS OFFICE, HS OFFICE- ORIGINAL COPIES WILL BE FILED IN PRINCIPAL'S OFFICE

Guidelines for Chaperones

Thank you for volunteering as a field trip chaperone. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants. All field trip chaperones must be at least 21 years old. All field trip chaperones must have a background check on file within the school year.

Guidelines for Chaperones:

1. Leave other children at home. Students in your group need your full attention during the entire field trip.
2. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
3. For the protection of both students and chaperones, do not place yourself in situations where you are alone with a student.
4. Teachers reserve the right to assign and/or reassign students to groups.
5. Students in your assigned group are your responsibility. Know exactly how many students are in your group; learn their names and faces. Be sure that all are present before moving from one place to another. Double check to make sure your assigned group is on the bus before leaving and returning to school. Please sit by your group on the bus.
6. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
7. Be on time for designated meeting places and departure.
8. School district policies apply to district sponsored, off-site activities. As a chaperone you:
 - a. May not smoke or use tobacco or controlled substances.
 - b. May not possess articles that can be used as weapons.
 - c. May not administer medications to students.
9. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
10. You have the authority to enforce the rules and appropriate behavior. The responsibility for assigning consequences or of using physical restraint rests with the staff. Report any major and/or continued infractions to the teacher as soon as possible.
11. Do not purchase items or provide opportunities that are not offered to all students in the class or pre-approved by the teacher.
12. Sensitive information you may learn about a student's abilities, behavior, relationships or background must be kept confidential.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, please restrict cell phone use to emergencies only.
14. Be aware that some students have photo restrictions; this means their family has formally requested they not be photographed at school or school activities. If you take photos, verify with the teacher that students do not have photo restrictions. Do not post photos of students on your personal social media. If you have any questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge. We hope you enjoy your field trip experience

Field Trips and Overnight Trips

Follow These Steps Closely:

1. You must pre-approve all trips/field trips, etc. with the appropriate principal.
2. Overnight trips must be approved in advance by the School Board.
3. When trips involve a Sunday or Wednesday, the ministerium must be notified one month in advance.
4. On overnight trips there must be one chaperone for every 8 students attending. For day trips one chaperone for every 30 students.
5. No alcohol or illegal drugs may be used during outings involving students.
6. All receipts must be turned in with Claim Forms if reimbursement is to be paid.
7. For further requirements please see Policy 610 of the School Board Policy Book.