**FIELD TRIP POLICY**

The school encourages the use of organized off-campus field trips that provide worthwhile educational experiences. The trip must have an educational value to the curriculum being studied. All field trips require administrative and district approval. Participation in field trips cannot impact student grades.

Field trips must meet the following requirements:

* One adult chaperone must be provided per 10 students. Siblings or students right out of high school do not qualify. If the trip is overnight and involves both genders, adults of each gender must serve as chaperones.
* One professional employee of the School Board must be designated to have full responsibility for the conduct of the trip. This person will be responsible for seeing that all students are supervised at all times.
* Plans must be made for the **safety** of the students at all times.
* All required forms must be submitted to the school before the field trip. It is the sponsor’s responsibility to complete all paperwork involved with the field trip

**FIELD TRIP PROCEDURES**

An employee of the School Board sponsoring the field trip must submit a completed Facilities Usage Form and a field trip request form to the assistant principal for activities for approval. This request must be submitted at least four weeks in advance. A minimum of two weeks’ notice must be given to the bus garage in order to secure school buses. The bookkeeping handbook has directions for securing transportation.

A parent releaseform must be completed and signed by the parent or guardian prior to **any** off campus trip. There are two types of forms, one for transportation by private vehicle, which includes charter buses, and one for transportation by school bus. The white copy of the form must be submitted to the main office secretary and the sponsor must carry the canary copy on the trip in case of an emergency. The parent retains the pink copy.

A letter must be sent home to the parents with the release form explaining the purpose of the field trip, the method of transportation, the date and time, lunch plans, estimated cost, procedures for money collection, refund policy, and behavior expectations. The letter should be submitted to and approved by the assistant principal for activities before it is distributed to parents.

Notification, including a roster of students, must be given to all teachers and the attendance secretary in advance of the trip. An updated roster of the students that attended must be provided to the attendance secretary upon return so that the absences may be properly coded.

The supervision plan for students not attending the trip must be approved by administration. Budgeting for the trip must include costs for substitute coverage for all teachers who attend the trip. Administration may limit the number of teachers who may serve as chaperones.

Notification must be given to the cafeteria manager prior to the trip. Requests for bag lunches should be submitted two weeks prior to the field trip.

**FIELD TRIP FINANCIAL INFORMATION**

All money collected must be submitted to the cashier or bookkeeper daily using a Report of Money Collected form. Each student must be individually listed. An attempt should be made to submit all money prior to noon to ensure bank deposit. Use the drop safe in the main office located in the administration office if no one is available to collect money.

An Internal Funds Check Requisition form, with an estimate of costs, must be submitted to the bookkeeper at the time the field trip is set up and no later than three weeks in advance of the field trip date for any fees that will be paid by school check. A final cost from the vendor must be submitted no later than one week prior to the event in order to have a check prepared for the exact amount. Any changes must be reported to the bookkeeper immediately.

Original receipts for all paid fees must be submitted to the bookkeeper following the trip.

If a substitute is needed, financial arrangements must be made to cover the cost. The principal will make the determination as to how many teachers can be used as chaperones for any given field trip.

**FIELD TRIP TRANSPORTATION INFORMATION**

If vehicles other than school buses are used, they must be in proper working condition, properly licensed, and insured for bodily injury, liability, and for property damage. Proof of insurance must be submitted to the school using the Private Vehicle Insurance Information form before final approval of the trip.

School buses and vans are to be confirmed by the sponsor two days prior to departure. The district will charge the school sponsor for school buses or vans not canceled prior to arrival at school.

**FIELD TRIP TRANSPORTATION BY PRIVATE VEHICLE**

Transportation by private vehicle should only occur when it is not practical to transport students by school bus. Authorization to transport students is given by the administration on a case-by-case basis. Students may not transport other students.

When transportation is authorized in privately owned vehicles, students must be transported in designated seating positions and required to use the occupant crash protection system provided by the vehicle manufacturer. When teachers or parent volunteers transport students, the owner's insurance is the primary insurer and the Board is the secondary insurer. Private vehicle transportation of students requires completion of the Parent Release Form (MIS #166). This form documents that the driver and owner of the vehicle have the required insurance. The current requirement is liability insurance in the amount of at least $10,000/$20,000 bodily injury. The completed form with parent/guardian signature gives permission for private transportation, and must be on file at the school prior to transporting any student by private vehicle. All private vehicle drivers must show proof of liability coverage and complete the Private Vehicle Insurance Informationform (MIS #167).

**PROHIBITED FIELD TRIPS**

No authorization will be given for the following types of field trips:

* Participation in the promotion of commercial enterprises.
* Attendance during school hours for a motion picture, play or other form of commercial entertainment, even though no admission is charged, when the purpose is to promote advertising and public attendance.
* Trips to commercial establishments whose primary function is the providing of a variety of entertainment, i.e. amusement parks, dinner theaters, etc.