

# Field Trip

Approved 7.21.2014

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## Philosophy

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls, and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than things that are only talked or read about.

Field trips – properly planned, properly supervised and properly integrated into the instructional program – are not to be considered “outings” or days off from school. They are, in fact, extensions of the curriculum and of the school plant.

Therefore, all field trips sponsored by the schools shall be educational in nature and shall be related to the subject matter and the objective of instruction at the particular grade level. Field trips are lessons, and are to be planned as such, with definite objectives determined in advance. Appropriate instruction should precede and follow each trip.

As much as possible, community resource persons and organizations shall be involved in the planning and conduct of field trips so that students may derive the greatest educational benefit from the trip.

Nonschool-sponsored field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Responsibility for privately planned field trips or tours rests with the individuals and agency sponsoring them. The Board assumes no legal or financial responsibilities for nonschool-sponsored field trips.

If recruitment of students for a field trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Recruitment efforts shall not occur during class time or the employee's work day.

## Who May Go

In most cases, an entire class will take part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate only for a few students working together on a project).

The Board also wishes to make it possible for an individual student to make a field trip if such a trip should benefit his/her instructional program.

In all cases, when only part of a class shall go on a field trip, the administration shall ensure that satisfactory arrangements are made for the instruction of those staying in school, and that adequate transportation and supervision are provided for those who are going on the trip.

### **Parental Permission**

Written permission from parents must be obtained prior to any child's going on a school-sponsored field trip.

### **Regulations Governing Field Trips**

The building administrator shall set rules for his/her school that comply with Board policy and regulations.

### **Supervision and Chaperone Selection**

There should be a minimum of two adults supervising a field trip. If not specified in school district policy, recommended minimum supervision ratios (adults to students) are as follows: elementary school age - 1:10. More and/or specifically qualified chaperones/staff may be utilized as needed.

Ensure that all volunteer chaperones are:

- At least 21 years old
- Passes Criminal Background Checks as required in Board Policy (BCI&I and FBI checks)
- Physically able to do the job
- Able to work well with students

### **Emergencies on Field Trips**

One of the duties owed to students is prompt and appropriate emergency medical care.

Types of emergencies

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs and a student is hurt

- Never fail to give aid (err on the side of caution)

- Due to the possibility of neck and spinal injury, do not move the student
- Summon professional medical attention
- Report the accident to the school staff member
- Administer first aid as trained
- Make sure the injured child is always attended by an adult
- Contact the school administrator and parents/guardians as soon as possible
- Do not discuss who will pay for medical care and do not admit liability
- Complete an accident report

Actions to take if a youth becomes separated

- Chaperones will establish rendezvous points and tell students what to do if they become separated from the group.
- Rendezvous point is checked for separated students
- Additional search methods will be utilized to find separated students as appropriate.