

**Field Trip Procedures**

1. Each teacher contemplating a field trip must confer with the principal before making any arrangement. After securing the principal's tentative approval the teacher shall obtain permission of an official of the institution or point of interest to visit. The teacher then is to complete a field trip application and secure the principal's signature.
2. The teacher must obtain advance written permission from the parent or guardian of each student going on a field trip by having the parent sign the Parental Release Letter – 2550F.
3. The teacher must arrange for adequate supervision to ensure proper student behavior and safety. Consideration shall be given to the length of the trip, the special needs of the group, and the gender of the group in determining adequate supervision.
  - A) The number of chaperones shall depend on the number of students, age and maturity of the students, types of activities, duration of the trip, type of transportation, and safety consideration.
  - B) The recommended minimum supervision ratio (adults to students) is as follows: K-5<sup>th</sup> grade – 1:5; 6<sup>th</sup>-8<sup>th</sup> grade – 1:9.
  - C) More or specifically qualified staff/chaperones may be needed for overnight stays (gender specific), and those including behaviorally, physically or mentally challenged students.
  - D) All chaperones going on any overnight or out-of-state field trip must be background checked prior to the field trip.
  - E) At least one staff member/ chaperone on a field trip should hold a valid First Aid/CPR certification. The Certified First Aid/CPR chaperone will be responsible for the First Aid kit and any additional emergency tools that should be taken on the field trip.
  - F) For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.
  - G) Chaperones shall be at least 21 years of age.
4. The teacher must check the class roll before leaving school and again prior to returning.
5. Any field trip application must be completed and received by the Principal no less than 10 school days prior to the actual trip date. No later than 5 school days after receipt of the application the Principal will notify the teacher of the approval or disapproval of the fieldtrip.
6. The Board must approve in advance any field trips that take students out of the state or on which students stay overnight. The Principal shall have final authority to approve or disapprove all other field trip requests.
7. Out of State or overnight field trips will need special arrangements, such as sleeping accommodations, supervision, inspection, and communication with the parents during the trip.
  - A) Sleeping accommodations: Sleeping accommodations shall be made for both students and chaperones. Chaperones and room assignments must be gender specific, and roommates are close in age.
  - B) Supervision: Special consideration should be given to the number of chaperones on any overnight trip. Ensure students have supervision at all times while on a school sponsored trip. If chaperones

will not be sleeping in the same room as the students, a plan outlining the supervision of the students shall be put in place, such as checking rooms regularly to ensure students are asleep.

C) Inspection: Inspect the proposed housing prior to deciding to use the facility. If prior inspection is not possible, obtain recommendations from an approved travel agency or another school that has used the facility.

D) Communication with parents: All information regarding housing and trip arrangements shall be communicated to the parents prior to the trip. While students are on the trip, regular updates will be sent to the parents to communicate the whereabouts of the students.

8. Any and all requisition for transportation shall go through the Principal.

A) Bus Transportation: Using a recognized bus service is recommended. A certificate of insurance naming RHPCS as an additional insured on the bus company's liability insurance policy must be obtained prior to the field trip.

B) Private Vehicle: The use of private vehicles is not recommended, but when a private vehicle is being used, RHPCS will make the following efforts to ensure the safety of the students:

- \* Volunteer Drivers must be at least 21 years old

- \* Volunteer Drivers must have a valid Idaho Drivers License

- \* Volunteer Drivers must carry and show proof of the minimum auto liability insurance required by Idaho Law.

- \* Volunteer Drivers understand that the vehicle's liability insurance is primary.

- \* Volunteer Drivers shall follow Idaho seat belt and child restraint laws.

C) A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian agrees to release the Charter School from any and all liability that may arise as a result of this alternate means of transportation.

D) No volunteer shall transport a single student in their vehicle unless it is their own child.

9. The Principal will advise the teacher as soon as transportation has been scheduled.

10. If meals/snacks are provided during a field trip, they must be provided by either the parents or the Charter School, or prior arrangements with other food entities will be made by the teacher in charge of the field trip and approved of by the Principal.

11. On any fieldtrip medical emergency cards/information/permission for treatment for each student shall accompany the group with a copy kept at the Charter school. If medication is to be distributed while on the fieldtrip at least 1 staff member must be trained in the proper administering of the medication. Medication, either prescribed or over-the-counter, shall only be distributed to a student with a proper parent signed medication permission slip. All medication must be properly labeled and stored out of the reach of the students unless specific permission is given otherwise, such as asthma inhalers.

12. Whenever plans for an approved field trip changes for any reason, the following persons shall be notified as soon as possible: principal; teacher requesting the trip; transportation company; and parents.

#### Procedure History

Promulgated on: 4/11/2013