

OVERNIGHT FIELD TRIPS

The board of education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, an overnight field trip shall be defined as any journey by a group of pupils away from the school premises that requires an overnight stay of one day or more, under the supervision of a teacher. The trip's purpose should be an integral part of an approved course of study or co-curricular activity.

When overnight field trips and excursions are to be arranged, the following guidelines apply:

- All overnight field trips, and the arrangements for them, must have advance approval by the Board of Education.
- Costs must be ascertained. The Board may require that all or part of the costs of an overnight field trip be borne by the pupils' parents or guardians with the exception of pupils suffering financial hardship. In determining financial hardship, the criteria used shall be the same as the eligibility criteria for free and reduced price meals under the federal school lunch program. No pupil shall be denied the right to participate because of inability to pay.
- Each child who goes on an overnight field trip or excursion must have written parental permission.
- Pupil safety must be of prime concern, and staff aided by other adult chaperones if necessary must provide supervision.
- No trips outside of the continental United States will be approved.

All school rules will be in effect from school through return to school. Rules that apply to the specific overnight field trip will be distributed to students prior to the trip and will be followed throughout the entire trip. Parents will be provided with a written document describing all rules and regulations and clearly defined consequences. This document must be signed by parents and returned to the advisor at the home school prior to the trip. Students who have reached the age of majority may sign their own documentation.

The Board of Education has designed chaperones with the responsibility to supervise pupils and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school. Elementary students shall be attended by one chaperone per 4 -6 students. Middle school students shall be attended by one chaperone per 6 -8 students. High School students shall be attended by one chaperone per 8-10 students. The administration has the right to adjust the above ratio if deemed necessary.

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Comprehensive and careful planning for a field trip will help ensure the overall safety of students. The teacher conducting the field trip should properly investigate the site of the field trip prior to the actual trip. Items to be investigated include, but are not limited to:

- accessibility for physically disabled students;
- ensuring a communication device (e.g. cell phone) is available;
- emergency contact individuals and their telephone numbers at the site;
- special Buildings and Grounds that are available for eating;
- toilet Buildings and Grounds;
- Homeland Security threat level in the area of the event and areas in route to the event;
- The exact route, an alternate route and emergency contact numbers along the route should be obtained.

Additionally, the teacher should secure trip permission forms for all students on the trip and have these forms readily available to include a roster of the students on the trip with their corresponding emergency telephone contact number as well as knowledge of any special medical and/or health concerns. In case of an emergency while on a field trip (e.g., lost student(s), physical injury, medical alert, etc.), the teacher or appropriate supervising staff should adhere to the following:

- Directly attend to the immediate emergency situation. If necessary notify emergency responders via 9-1-1. Cell phones used to call 9-1-1 may not be answered by the local Police department but go to the State or County Police. It is important to provide the city or town you are in as well as the exact address.
- Contact the building Principal/designee immediately when an emergency occurs.
- The person making the telephone call will provide the Principal/designee with the telephone number and location where they can be reached and a summary of the emergency situation and response procedures.
- The Principal/designee will contact the students' parents and the Superintendent of Schools to advise them of the emergency situation.
- If appropriate, the District's CMT (Crisis Management Team) will convene and activate the school's Emergency Management Plan.

Students are expected to travel in appropriate attire. The advisor will provide specific guidelines.

Prior to the trip, all pupils will be given an itinerary listing all events and times. Pupils are expected to be prompt for all events listed.

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All luggage will be checked by the chaperones and should be tagged before departure. The chaperones will provide specific guidelines.

Any pupil taking medication of any kind must report this to the advisor before leaving the school by means of providing written approval from a parent or guardian. The role of the advisor or designee will be limited only to supervising the storage and taking of any medication by the student – not the administering of the medication. The Board shall permit self-administer of medication on overnight field trips for asthma or other potentially life-threatening illness by pupils who are able to self-administer. All conditions established by law and board policy shall be met (See policy 5141.21).

Epinephrine shall be administered via epi-pen to pupils in emergencies on overnight field trips by the school nurse, his/her designee(s), the student's parent/guardian or the student himself/herself, in accordance with policy 5141.21 Administering Medication.

In the event transportation is by plane, plane boarding passes will be given to each student. Upon arrival at the airport, pupils will proceed to the departure gate as announced upon arrival.

The participants will travel together and must remain together except upon specific instructions from the advisor. Alternate transportation permission will only be granted prior to the trip with the approval of the principal.

Curfew will be strictly enforced and established prior to the trip. Each student must be in his or her room at the time designated by advisor. No one will be permitted to leave his or her room after that time. Room checks will be conducted at various times. Any student not found in his/her room must be immediately accounted for. Once located, the student's parent will be notified and the student may be sent home at the expense of the parent.

In the event of illness or a family emergency at home which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent/guardian to accompany the student home. Financial responsibility for any transportation (pupil and chaperone) required, will rest with the parent of the pupil involved.

A student guilty of a violation of school policy, such as a drug or alcohol incident, will be held accountable to school policy and the Student Code of Conduct and be sent home by the best available means of transportation, it will be the responsibility of the parent/guardian to accompany the student home. Financial responsibility for any transportation (pupil and chaperone) required, will rest with the parent of the pupil involved.

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In the case of an accident, the parent/guardian will be notified as quickly as possible. Should it be necessary that a student require hospitalization, which would require a student to be sent home after the termination of the trip, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (pupil and chaperone) required, will rest with the parent of the pupil involved.

The Administration reserves the right to deny the participation of any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

Students individually attending programs sponsored by out-of-school groups are not subject to requirements of this policy. They shall adhere to the requirements of the sponsoring groups. The Board specifically does not assume any responsibility financial or otherwise for students attending these programs.

Adopted: March 10, 2008