

RSWSU Field Trip Guidelines

Field Trips and Excursions

The school principal may authorize field trips and other student activities involving travel when such trips and/or activities contribute substantially to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration shall be given the educational values to be derived and the safety and welfare of the students involved.

1. All student trips and/or the arrangements for them, must have the approval of the school principal. An administrator has the right and responsibility to deny a trip in times of crisis.
2. Each field trip will be adequately supervised so that good discipline may be maintained. To the fullest extent possible, teachers will seek outside adults to supervise the event. The intent is to ensure that the school is not impacted by the need for substitutes for school personnel.
3. One or more adults in addition to the teacher(s) will accompany each class on field trips:
 - A. One teacher, if possible, will be assigned to each bus going to or from a field trip.
 - B. Teachers are responsible for informing accompanying adults of their responsibilities. A responsible adult may be substituted in place of the teacher at the discretion of the principal.
 - C. The teacher/chaperone to student ratio will be followed. (1 to 5, 1 to 10) see page 2, number 1
4. Each student who goes on a field trip must have written parental consent.
5. The teacher will review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of children. Children who cannot be controlled or are not in good standing may be excluded from field trips.
6. All trips will be well planned, properly timed, and related to learning activities.
7. The teacher planning the trip will be responsible for arranging an appropriate educational Experience, appropriate activities, and supervision for students who do not participate in the field trip
8. Students' safety will be a primary consideration with first-aid kits required on all field trips. Teachers are required to review the emergency health list and to take this list with them on the trip (Special arrangements will be made for students with specific medical needs.).
9. Should an emergency situation occur, the teacher is responsible for notifying the principal or his designee by telephone as soon as possible and the principal or his designee will notify the student's parents.

10. School busses ordinarily will be used for transportation. Commercial carriers may be used for certain trips. The use of private vehicles by staff members or parents for transportation of small groups of students may be authorized, provided the driver has the required liability insurance (Certificate of Insurance).
11. No purchase, use of, consumption of, drugs, alcohol, or tobacco by students, teachers and chaperones shall be permitted.
12. All school policies, rules and regulations will be adhered to unless the Principal or Board of Education specifically waives them if it includes policy.

Guidelines for Chaperones

Preface

These guidelines have been prepared to assist teachers and parents who have agreed to serve as chaperones during overnight school-sponsored field trips.

They are meant to assist the chaperones in ensuring that a safe, educational experience is afforded to RSWSU students.

Specific conditions outlined in this policy may be waived at the discretion of the school board.

Pre-Trip Requirements

Once the written trip request which includes educational goals and objectives and a description of the trip itinerary has been approved by the principal, the following conditions must be met:

1. A chaperone-to-student ratio of no more than 1 to 5 and no less than 1-10 shall be established depending on the situation, duration of trip, age of students and safety considerations.
2. When the trip will include both male and female students, male and female chaperones shall also be provided, if possible, in proportion to the number of students.
3. All students prior to the field trip must provide a signed parent permission slip to the head teacher. The parental permission slip shall include the following information:
 - A. A specific description of the trip, showing times, dates and locations.
 - B. A statement that the parents agree to allow the teacher/chaperones to act in "loco parentis" for their children for the duration of the trip.
 - C. A listing of students, containing home telephone numbers (a contact person) and notation of any medical or health problems which may affect the child during the trip (example, bee sting allergy, etc.), shall be prepared and kept by the teacher.

- D. A request that the parents review the field trip rules and regulations with their child in advance of the trip.
 - E. A statement that the parents, upon notification of the head teacher will accept responsibility for transporting their child back to Poultney should the child willfully violate, in a substantial manner, the field trip rules and regulations.
- 4. A pre-trip meeting will be held by the teacher/chaperones for parents and students. Attendance by parents and students shall be mandatory, unless the teacher agrees upon alternative arrangements.
 - 5. At the pre-trip meeting the following materials will be distributed and discussed:
 - A. A copy of the field trip policy and guidelines.
 - B. A copy of the trip itinerary showing approximate times, dates, places to be visited, lights out time, etc. An emergency telephone number where the head teacher may be reached shall be provided also.
 - C. A return time should be jointly agreed upon and adhered to.
 - 6. The school board will be informed of the description, itinerary and duration of all over night field trips prior to departure.

Duties of Head Teacher

- 1. To make sure that all parent permission slips have been completed, signed and returned.
- 2. To make sure that all of the pre-trip requirements has been fulfilled.
- 3. To oversee the overall operation of the field trip and to make whatever administrative decisions as may become necessary.
- 4. To oversee the behavior of the other teachers and chaperones to ensure that the rules and regulations are being fairly and uniformly enforced and that their duties are being successfully completed.
- 5. Upon arrival, formulate a fire drill or emergency evacuation for the place of residence that informs students of available exits, outside gathering area, fire extinguisher locations, etc.

Responsibilities of Chaperones

- 1. To make sure that students are present and accounted for in their rooms, each evening at a previously designated time.
- 2. To make spot checks of student rooms following the previously agreed upon "lights out" time.

3. To fairly and diligently administer and enforce the field trip rules and regulations.
4. To acquaint the students in his/her charge with such fire drill and emergency procedures as determined by the Head Chaperone.
5. To make sure that student sleeping areas are restricted to members of the same sex. Chaperones shall be assigned sleeping accommodations that are in close proximity to student areas.
6. To supervise and know the whereabouts of the students in their charge at all times. Students shall be closely chaperoned in busy urban areas.
7. To make other teachers and chaperones aware of any problems or situation which may detract from the overall success of the field trip.

Field Trip Rules and Regulations for Overnight Field Trips by Students

Preface

All pre-existing school rules, regulations, and codes of conduct shall remain in full force and effect throughout the trip unless previously suspended by the school administration.

Specific rules and regulations for field trips shall include the following:

1. No purchase, use of, consumption of, drugs, alcohol, or tobacco by students, teachers and chaperones shall be permitted.
2. The school board smoking policy will be enforced.
3. Students shall obey all directions given to them by the teachers/chaperones.
4. Proper deportment and conduct shall be expected of students at all times.
5. Students shall be properly behaved and respectful towards themselves and others during the trip.
6. Students shall adhere to proper dress, as previously communicated by the teacher/chaperons.
7. Students should not bring large sums of money, or valuable articles of personal property, with them on the trip. Traveler's checks should be utilized whenever possible in lieu of cash.
8. All school policies, rules and regulations will be adhered to unless the Principal or Board of Education specifically waives them if it includes policy.