

FIELD TRIPS

Generally

An instructional field trip is defined as an extension of a regular classroom activity that reinforces and enhances learning by exposing student to experiences outside of the school setting.

Field trips of significant recreational value may be permitted. These include trips by athletic teams and school-sponsored student organizations and shall be a minimal or no cost to the board.

The safety of the students and the proper care of school vehicles shall be the primary considerations.

Authorization

Prior approval of the board must be obtained for overnight field trips. The superintendent may approve other trips.

The superintendent may approve the extension of a field trip, including an overnight stay, in cases of emergency or when the safety of the students is threatened.

Transportation

School-owned buses shall be used to transport student of field trips. The superintendent may approve the use of chartered buses when funds are available and the safety and comfort of the student would be improved on long trips.

The use of privately owned vehicles for transporting a small group of students may be approved by the superintendent when an adult is the driver and the vehicle is adequately insured.

Privately Sponsored Trips

The board does not endorse any student trips that are privately sponsored or that are not a part of the instructional or approved extra curriculum program. The superintendent shall

Emphasize to any interested students and parents that trips of this nature are strictly private enterprises.

During the school day, employees of the board shall not influence students to participate in excursions, tours, or field trips not sponsored by the school division. Employees are prohibited from using their professional relationships with students for personal gain or financial advantage. Therefore, an employee shall not promote any activity, e.g., trips, tours, dramatic productions, etc., to division students wherein the employee will benefit financially either directly or indirectly.

Chaperone Guidelines

The safety of all students on field trips will be the division’s top priority. With this focus in mind, the division will use trained school personnel, if at all possible, on field trips. All volunteer chaperones serve as agents of the school system and, therefore, are required to adhere to Patrick county Public School policies and guidelines.

The following criteria will be used to determine if volunteer chaperones will be needed:

- Availability of adequate number of trained personnel
- Age of students
- Activity planned
- Duration of trip
- Number of students on the trip
- Transportation space
- Criteria of the field trip destination
- Special needs of children

Parents of the children taking the field trip will be notified when volunteer chaperones are needed. The following guidelines will be used to determine the number of adults, including staff, needed on a field trip:

<u>Student Grade Level (s)</u>	<u>Ratio of chaperones to number of students:</u>
PreK	3-5 students per chaperone
K-3	3-10 students per chaperone
4-12	8-12 students per chaperone

If there are more volunteer chaperones than needed, a random drawing will determine the volunteer chaperones selected for the trip.

Other Requirements:

- Chaperones may be expected to pay any costs incurred.
- Only approved chaperones may participate in the field trip.
- Chaperones will have a pre-trip meeting with the field trip sponsor or principal.
- If medical procedures have to be performed during the trip, the principal may request the attendance of a specific volunteer chaperone.

Adopted: December 8, 2004
