**ADMINISTRATIVE REGULATION 352.1**

**FIELD OR CLASS TRIPS PROCEDURES**

1. A teacher or teachers shall request a field or class trip by completing the “Field/Class Trip Request Form” and submitting it to the District Administrator, or their designee. The form should be completed well in advance of the actual trip, preferably two months. All field or class trips will be approved, or disapproved, in writing, by the District Administrator, or their designee.
2. Students may be assessed a fee to cover field or class trip costs including transportation, entrance fee, food, etc. Care should be taken to keep costs to a minimum.
3. Overnight field or class trips must have Board of Education approval.
4. Parental approval must be obtained before a student is allowed to participate in a field or class trip. Parent permission forms shall be returned to the school prior to the trip and shall include the following information:
5. place to be visited and location
6. means of transportation
7. date of trip
8. time (both departure and return)
9. purpose of the trip
10. fixed cost per student
11. date slip should be returned to school
12. student medical problems that school personnel should be aware of

Additional information that could also be included:

1. special clothing needed
2. pick up times upon return (if the field trip goes beyond the regularly scheduled school day)
3. telephone number(s) where the parent/guardian can call

1. All transportation arrangements and designated number of chaperones will be authorized by the District Administrator.
2. Adequate adult supervision must be provided for each field or class trip. The number of chaperones and the chaperones’ duties will vary depending upon the nature of the field trip and the grade level of the students. The duties will be determined by the teacher prior to the District Administrator’s final approval of the trip.

The following adult/student ratios are suggested:

Field Trips Within the County- Elementary school level-at least one adult chaperone for every 6 students; middle school level-at least one adult chaperone for every 10 students.

Field Trips Outside the County- Elementary school level-at least one adult chaperone for every 4 students in grades kindergarten through two and at least one adult chaperone for every 6 students in grades three through five; middle school level-at least one adult chaperone for every 8 students.

1. Standards for transportation safety, conduct, and courtesy must be reviewed with all students prior to departure.
2. A list of students participating in a field or class trip will be provided to the school office prior to departure. Also a list of students remaining at school and their alternative assignments shall be provided to the school office.

ADDITIONAL TEACHER RESPONSIBILITIES REGARDING FIELD/CLASS TRIPS:

1. The teacher shall be responsible for knowing the field or class trip site in relationship to any unusual hazards, safety conditions, and/or special facilities. A preliminary trip to visit the trip site may be warranted for advance planning.
2. The teacher shall develop some means of identifying students and seeing the field trip rules are followed at all times (i.e. buddy system, group leaders, badges, etc.)
3. The teacher shall inform students, in advance, that they should meet in a designated place in the event that anyone becomes separated from the group.
4. The teachers shall know and enforce all rules and regulations related to the place or site to be visited, as well as the school rules.
5. The teacher shall caution students to respect each other’s property and rights.
6. The teacher shall make it clearly understood that no discourtesy, disobedience, or defiant behavior shall be tolerated at any time.
7. The teacher shall be prepared for students with special problems (i.e. handicapped, etc.)
8. The teacher shall provide a statement of expectations and responsibilities for chaperones, along with a list of students participating in the trip.
9. Teachers must ride the bus to and from the field or class trip event with the students to ensure proper safety is being followed at all times.
10. The teacher shall know what to do in event of an accident, illness, or injury. The procedures to follow should include:
11. be prepared to take immediate action
12. be prepared to administer minor first aid-take along a first aid kit
13. be prepared to contact the police for assistance if necessary
14. be ready to notify parent(s) or guardian(s)
15. be ready to notify medical authorities if necessary
16. be prepared to complete the necessary school forms to report the accident or problem

Teachers and other school personnel must accompany students and assume responsibility for their conduct. Other persons, including parent chaperones approved by the district, may go on the field trip to help supervise students.

AUTHORIZED PARENT CHAPERONE RESPONSIBILITIES ON FIELD/CLASS TRIPS:

1. All chaperones are directly responsible to the staff member who is in charge of the field or class trip.
2. Chaperones may not use alcohol or controlled substances while they are on school-sponsored field or class trips. Chaperones may not use tobacco products while they are in the presence of students.
3. All chaperones must have a list of the names and telephone numbers of the participating students with them while they are on the trip.
4. Chaperones will take roll call of the students they are responsible for on the bus to and from the event. Make certain to double-check the roll call during the field or class trip. Also, chaperones will stay with the students they are responsible for at **all** times.
5. Additional chaperones may assume only those responsibilities that are assigned by the staff member in charge and may not transfer their role as a chaperone to another person during the time they are responsible for supervision students. If a chaperone becomes ill or incapacitated during the trip, the staff member in charge re-assigns duties as appropriate.
6. All chaperones must ride to and from the site or sites on the school-provided transportation mode, i.e. bus, with the students.
7. The chaperone will maintain reasonable behavior of the students at the site of the field or class trip.
8. Any student not conforming to the chaperone’s wishes shall be reported to the teacher in charge of the field or class trip.
9. All chaperones will implement all safety rules and regulations in accordance with established board policy.
10. Chaperones will not bring any younger siblings along on school sponsored field or class trips due to liability reasons.
11. Chaperones are not to release students they are in charge of to anyone until the field or class trip is over and the student is checked in with the teacher back at school.
12. Chaperones must follow the procedures outlined by the staff member in charge in case of an emergency.
13. If the staff member in charge becomes ill or incapacitated, the staff member contacts the District Administrator for advice. If the staff member is unable to function, one of the other chaperones calls the District Administrator for further directions.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTED:** August 21, 1995

**POLICY REVISED:**  April 30, 2003; September 26, 2016