**Field Trips**

***Policy Statement*** - The Woodstock Board of Education endorses the use of field trips as a valuable educational tool which can enhance classroom learning activities. To that end, the following should apply:

1. Pre-Planning
2. Trip Approval
3. Curricular - Curricular field trips are educational activities that involve students in learning experiences outside of the classroom and relate directly to the instructional program.

a. Trips should be planned in keeping with the developmental level of students in each class.

1. When it has been determined that a student’s behavior pattern is or may be harmful to himself or others and may be inappropriate for participation in a field trip, the teacher may require the parent or guardian to accompany the student on the field trip.

The parent or guardian will be informed prior to the issuance of permission slips that the student will be required to have a parent or guardian chaperone for the field trip.

If the parent or guardian is unable to chaperone, the child will stay at school with appropriate assignments.

1. Extra-Curricular - Experiences gained from extra-curricular trips may not be considered an integral part of the school curriculum such as class outings, but are nevertheless considered by the Board of Education to be worthwhile.
2. These trips are considered to be privilege offered to students. Criteria for attendance should be set forth by the sponsoring teacher(s) with a minimum four weeks’ notice to the student and parents.
3. A student who does not attend a trip will be provided with work to accomplish at school while the trip takes place.

Fundraising - Students may engage in raising funds as long as these activities occur before or after school or on weekends, and have received the approval of the Principal. Use of commercial vendors should be limited. Solicitations within the community by students requires approval of the Superintendent of Schools or a designee.

Parental Permission - A permission slip, including permission to treat student in the event of a medical emergency shall be signed for each trip by a parent or guardian and returned to school before a student will be allowed on the field trip. A list of students attending and their emergency phone numbers will be kept in the school office. Completed permission slips will remain with the teacher accompanying the group.

Transportation

1. Principal will approve and/or make travel arrangements.

When reasonable, school buses, charter, or some other form of public carrier should be considered for transportation since vehicles of this type will have ample insurance coverage.

1. In case of prior approval by the Superintendent, staff members may use their personal automobiles to provide transportation. However, the staff member must be informed that the Board of Education’s insurance policy will not cover damage to their vehicle(s) no matter whether the automobile was owned by the teacher or another. Board policy assumes liability and/or damages beyond the limits of the policies carried by the owner of the vehicle. Before authorizing such modes of transportation, assurance of

adequate insurance coverage should be provided by the staff member. While staff members cannot be forced to be insured beyond the legal limits, a minimum of $100,000/$300,000 is recommended when transporting students in privately-owned vehicles.

1. Private automobiles, owned and operated by persons other than Board of Education employees, may be utilized. Since the Board of Education’s insurance policies provide limited coverage for school volunteers, in order for a volunteer to be covered by our insurance policy, it is necessary that these volunteers be classified as “VOLUNTEER WORKERS”. This is accomplished by maintaining in an official roster, those persons who have been designated “VOLUNTEER WORKERS” by the Principal. It is also

important that this roster be utilized regularly for providing transportation services.

1. Written directions will be given to drivers at least (2) days in advance.

Funding - Students will be asked to pay all or part of the expenses of field trips. No child shall be excluded from a field trip because of inability to pay.

Medical Problems - Teachers should be aware of special medical problems of students going on field trips such as allergies, special prescriptions, etc. The nurse will inform teachers of special medical problems and treatments.

Cafeteria - If a trip will cause student to miss lunch at school, the teacher will notify cafeteria personnel, several days in advance, of the number of students that will be absent on the specific dates.

Preparation of Students

1. The teacher shall discuss the trip as to the purpose and its connection with the ongoing curriculum.
2. The teacher shall discuss courtesy, safety, and the behavior expected on the trip.

II. Procedures on the Trip

1. Supervision
2. Adult chaperones should accompany the group and be briefed by the teacher as to the purpose of the trip, procedures, supervisory responsibilities, and a written list of students’ names for which they will be responsible.

a. Adult Behavior

(1) Adults, teachers, and chaperones shall, at all times, conduct themselves in such a way as to demonstrate the best example to students.

(2) Ordinarily, adults shall stay with the group at all times.

(3) Smoking, alcoholic beverages, and illicit substances are prohibited during the field trip. The prohibition extends to all students, teachers, sponsors, and chaperones.

1. The following ratios are suggested as to approximate proportion of adult

Chaperones to students in terms of grade level:

Adults Students

 Pre-K to Grade 3 One Five

 Grades 4 – 6 One Eight

 Grades 7-8 One Ten

1. Two adult chaperones are required on each bus.
2. Discipline
3. The student behavior policy as stated in the student handbook, will be in effect on all field trips. Special field trip rules may be added.
4. Infractions will be reported by chaperones to sponsoring teachers.
5. If the situation warrants, the school Principal and parents of those students involved, will be notified, as soon as possible.

III. Follow-Up

1. Reports
2. The teacher shall make a written report to the school Principal as to the success of the trip.
3. Transportation or other details which proved to be unsatisfactory will be reported for follow-up and correction for the next trip.
4. If an accident or medical emergency has occurred on the trip, the teacher will furnish the Principal with written details as to apparent cause and what actions were taken.
5. Classroom - There will be adequate follow-up and tie-in of field trip experience with classroom activities and discussions after the trip.
6. Appreciation - A note of appreciation should be written to each adult chaperone.

**SUMMARY STATEMENT** - The Principal will use his/her judgment in modifying or adding to these regulations as each field trip requires, and shall report these changes to the Superintendent.

Revised: 6 February 1992

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