

## Instruction

### Administrative Procedure - Field Trip Guidelines

Actor	Action
Teacher(s) or administrator who seeks consent for a school-sponsored trip with students.	<p>Submits to the Building Principal all trip requests. The request must specifically describe:</p> <ul style="list-style-type: none"> <li>● The trip, including possible dates, location, and experience;</li> <li>● The trip’s educational value;</li> <li>● Transportation requirements;</li> <li>● Supervision plans that include, among other things, plans for at least 2 adult supervisors to be present with every grouping of students;</li> <li>● The ratio of adults to students</li> <li>● The students who will be involved;</li> <li>● The alternative experience that will be provided non-participating students; and</li> <li>● A summary and evaluation of any previous similar trip. .</li> </ul>
Building Principal	<p>Prepares a recommendation for the Superintendent or Board approval as appropriate, using the following factors to analyze the trip proposal;</p> <ul style="list-style-type: none"> <li>● Educational value</li> <li>● Distance to be traveled</li> <li>● Location</li> <li>● Travel arrangements</li> <li>● Fees</li> <li>● Parent concerns</li> <li>● Insurance carrier’s liability feedback</li> <li>● Safety considerations</li> <li>● Heightened security alerts</li> <li>● Whether trip is an annual event</li> </ul>
Appropriate teacher(s) and Building Principal	<p>Make final transportation arrangements.  Recruit parents/guardians for supervisory roles, as appropriate  Collect signed consent forms and fees from all participating students’ parents/guardians.  Verifies that parents/guardians who serve as a supervisor are provided the District 41 Volunteer Handbook and has completed the District’s annual Volunteer form.  Make sure all supervisors have a list of the following:</p> <ul style="list-style-type: none"> <li>● Names of all student participants and supervisors</li> <li>● Names and specifics of students with special needs</li> <li>● Name/phone number of emergency contacts for all students and supervisors</li> <li>● Date/time and specific destination of trip</li> <li>● Departure/arrival times both to and from destination</li> <li>● Name and phone number of transportation company and primary contact in case of emergency</li> <li>● Name/phone number of contact at destination</li> <li>● Once at destination, where to go in case of an emergency</li> </ul> <p>Make final supervisor assignments and inform all supervisors of their individual assignments.</p>
Parents/guardians	<p>Decide whether to consent to their child’s participation.  If the student is participating, pay all applicable fees for entry, food, lodging, special transportation, or other costs; except that the District will pay such costs for students who</p>

<b>Actor</b>	<b>Action</b>
	qualify for free and reduced school lunches in accordance with policy 4:140, <i>Waiver of Student Fees</i>
Teacher(s) or administrator proposing the field trip	After a trip, evaluates the trip and provides the Building Principal with the evaluation.

Reviewed: February 27, 2006, May 2023, May 20, 2024

Adopted: May 15, 2006

Revisions Adopted: September 15, 2008, June 10, 2024