

BG Field Trip Procedures

Procedures

1. In order to minimize disruption to the educational program, field trips are to be avoided during our field trip blackout dates.
2. The sponsoring teacher (trip supervisor) must discuss the field trip and its purpose and submit the “Field Trip Rationale” form to his/her immediate supervisor by the cut-off date, which is communicated to all staff in a memo from the associate principal. Teachers planning multiple field trips for an individual class must submit to the principalship, the entire field trip “package” for approval.
3. The purpose of every field trip must be documented on the “Field Trip Rationale” form in terms of learning objectives that are directly related to program and course objectives and state learning standards.
4. The field trip plan must include a provision for an appropriate number of chaperones in accord with Board Policy 7.1.11 Adult Supervision of Students During Off-Campus, School-Sponsored Trips. This ratio is typically 10:1.
5. After receiving approval for the field trip and with no less than two weeks before the date of the field trip, the sponsoring teacher distributes a “Field Trip Permission Form” to each student. Information about the purpose, cost, trip itinerary, and chaperones are included on the form. A parent/guardian and all of the student’s teachers must sign the form.
6. No student can be deprived of field trip participation because of financial need. The district’s “fee waiver” program applies to the costs associated with field trips.
7. The sponsoring teacher prepares a list of the names and I.D. numbers of all participating students and submits the list to the attendance office no less than one week before the field trip date.
8. The sponsoring teacher submits the signed permission forms to the division head before leaving on the field trip.
9. The sponsoring teacher or at least one chaperone must have a cellular telephone and the emergency phone numbers of school administrators. If multiple vehicles are used to transport students, the chaperone in each vehicle should have a cellular telephone. The school may have loaner cellular telephones.

10. The sponsoring teacher must have accurate attendance records of students on each vehicle. Attendance must be taken each and every time students board vehicles.
11. The supervisor and chaperones are responsible for the well being of the students in their care. In the event a student or students do not report to the vehicle at the appointed time, the vehicle is not to depart until (1) a reasonable wait time has elapsed, (2) a school administrator has been contacted, and (3) attempts have been made to contact the parent/guardian of the missing student(s).
12. Upon return to the school, the trip sponsor will insure that participating students are supervised until the **end of the school day** or returned to classes in the least disruptive manner.
13. The trip sponsor must arrange for supervision, attendance, and alternative/equivalent learning tasks for students who do not participate in a field trip. The trip sponsor must inform the division head of such arrangements. The alternative assignment should not be punitive or be used to coerce the student into participating in the field trip.
14. It is the responsibility of the trip sponsor to consult with the school nurse to insure that students requiring medication during the school day can be accommodated.

Student Participation

1. Only students enrolled in the class/program/activity will be allowed to participate in a field trip.
2. Students are responsible for securing the approving signature of each of their teachers.
3. If any teacher believes that the absence from class is not in the student's best interest, he/she should contact the sponsoring teacher and reach agreement on a plan that is in the student's best interest. If agreement cannot be reached, the situation will be referred to the principal for a decision.
4. Students must have their school I.D. card with them at all times.
5. Students not participating in the field trip must attend all of the classes on their schedule. The trip sponsor must provide an alternative/equivalent assignment and direct the student to a designated site and supervising teacher.
6. The principal maintains the right to grant exceptions to these procedures in the case of unusual or extraordinary circumstances.
7. The Dean(s) of Students will intervene on all situations involving discipline and attendance.

Transportation

1. When planning to use district/school vehicles for field trips, it is essential to reserve the vehicles as early as possible. All drivers of district/school vehicles must have a valid driver's license and submit to a screening of their license by the local police department. Chaperones may drive district/school vehicles provided they have a valid driver's license.
2. **Funds collected to cover the cost of transportation must be deposited in an appropriate convenience account on a daily basis. All money is due at least two weeks before the date of the field trip. The bus will not be ordered until all money is collected and turned in.**
3. Private vehicles are not to be used to transport students.

Field Trip Communication

During the first two weeks of the semester, Division Heads gather field trip information and provide this information Rob Hartwig.

As field trips are approved, Cindy will put the field trip information on the faculty portion of the web page (Staff Resources – Field Trips – Field Trip Database)

Division Assistants are responsible for posting an updated list of field trips in the Division work area. Each Division will determine where the list is to be posted and how often it is to be changed.

Staff is responsible for checking the field trip updates in order to plan accordingly.

Early Return from a Field Trip

Should you return early from a field trip during 4th, 5th or 6th hours, which are the lunch periods, you and all other staff members who supervised the trip are to stay in the theater foyer with your students until the end of the hour. When the bell rings and the passing period begins, the students may go to their locker and then proceed to their next class. Staff members may return to their areas. **DO NOT** leave your students in the foyer area

unsupervised assuming that the teacher or staff member on sixth assignment becomes responsible for their supervision.

Should you return during a non-lunch hour, take your group into the cafeteria, have them sit in the bay/section near the entrance to the theater foyer. All staff that supervised the trip must remain with the students. Students may move on to their next class at the start of the passing period or leave at the end of eighth hour.

Do not send students home before the end of eighth hour. Parents assume that the students are with you for the entire day. Allowing students to leave early, increases your liability.