

Field Trip Procedures

To support NHCS Board Policy 7552 Field Trips

Procedures

- a) The school principal shall approve or deny field trips based on alignment with mandated educational standards, availability of funds, level of disruption to other education programs, loss of instructional time and availability of transportation. Additionally, for all field trips involving boats, the school principal shall contact Wayne Bullard, General Counsel or Julie Moore, Risk Manager. All field trips shall be initiated and scheduled through the Travel Tracker system located on the [Staff Portal page](#). The principal or designee shall assign a staff member to be in charge of each field trip.
- b) Written parental permission is required for students participating in each field trip or once annually for recurring field trips, such as monthly visits to The Wilmington Children's Museum that are an extension of the curriculum. There is a permission slip template available for printing in the Travel Tracker system that can be customized to meet this requirement.
- c) No student is to be excluded because of the inability to pay the field trip participation fee.
- d) The teacher shall submit a roster of students attending the field trip to the data manager so that attendance policies can be followed.
- e) The teacher shall make a notation on the permission form of any student with a health concern and carry a copy of this information on the trip.
- f) Staff members shall submit a complete itinerary and student roster with current emergency telephone numbers to the principal. The staff members and vehicle drivers shall carry a copy during the trip. The staff member and the vehicle driver shall carry a cell phone to be used for emergencies.
- g) Appropriate arrangements for instruction must be made for students whose parents choose for them not to attend the field trip.

- h) Students shall have the opportunity to complete assignments missed during a field trip.
- i) Parent Support Organizations may choose to financially support a field trip, but the principal or designee shall sign contracts and make appropriate arrangements for all field trips.
- j) Proper supervision of students is the responsibility of the staff members who attend the field trip.
- k) Headcounts are required each time loading and disembarking the bus. Ridership numbers shall include all students, staff members and chaperones
- l) With few exceptions, extended field trips that go beyond three school days shall be scheduled during holidays, vacations or weekends. Requests for an exception to the three day limit must be processed through and approved by the Superintendent or designee.
- m) The Assistant Superintendent of Instruction shall by July of each school year provide and post a list of Board sponsored field trips on the district's website.

2. Chaperones

- a. Adult chaperones shall complete a [chaperone agreement](#) form located on the district website, prior to attending a field trip. Additionally, chaperones must meet the requirements of the NHCS Volunteer Programs. Chaperones depending on their level of involvement will either be considered a Level I or Level II volunteer. The teacher shall review the expectations of each level located at [volunteer programs](#) on the district's website and determine the requirements of each chaperone.
- b. The teacher shall include a list of approved chaperones on the field trip request in the Travel Tracker System where the principal shall review and approve prior to the field trip.
- c. There should always be a minimum of two adult chaperones. After the two minimum chaperones requirement, the below ratios apply.
- d. For day trips, the adult chaperone ratios will be adult/student is 1 to 10.

- e. For overnight trips:
 - i. Adult level II chaperone ratios will be adult/student is 1 to8. This ratio will allow for an adult level II chaperone for every two rooms.
 - ii. The adult chaperone (**non-school personnel**) shall not reside in the room with students.
 - iii. Parents shall be notified of the room arrangements and a permission slip shall be signed stating they are aware of the room arrangements.

3. **Transportation**

- a. **Personal vehicles shall not** be used for field trips to transport students; because insurance liability would be assumed by a staff member if they drove their personal vehicle Any and all transportation of students shall be approved in writing by the principal or designee.
- b. Activity buses are the primary method of transportation but rental vehicles may also be used for small groups when driven by school employees. When renting vans, National Transportation Safety Board Standards shall be followed. All rental vehicles must follow insurance requirements. These insurance requirements and safety standards for vans can be found at: <https://www.nhcs.net/faculty-staff-portal/transportation>
- c. Charter buses must be approved by the NHCS transportation department and the approved vendor list is on the Transportation webpage at:
<https://www.nhcs.net/faculty-staff-portal/transportation>
- d. Information regarding the form of transportation used on the field trip should be noted in the Travel Tracker System.
- e. All vehicles used to transport students shall maintain a first aid kit. NHCS bus drivers shall maintain a safety checklist and first aid kit for each field trip.
- f. NHCS buses shall not leave the location of the field trip while the students are disembarked.

References:

NCGS 115c-247, <http://115c-247>, Purchase and use of activity buses by local boards

NCGS 115c-242 <http://115c-242>, Use and operation of school buses

NCGS 115C-307 <http://115c-307>, Duties of teachers

Board Policy 8550 Fundraising <http://8550.pdf>

Board Policy 7112 Curriculum Guides and Course Outlines <http://7112.pdf>

Board Policy 8212 Attendance of Students <http:///8212.pdf>

NHCS Administrator's Procedures Manual-password required-