

# Ringgold School District

## Overnight Field Trip Teacher Checklist

### Minimum of 4 months prior to trip

- Plan and write itinerary
- Include approximate number of students to attend
- Include number of chaperones needed (refer to Policy 121)
- Submit the Overnight Field Trip Request form to Building Principal for approval
- Submit and receive written approval from Superintendent and School Board
- Include travel insurance information (if applicable)

### After Trip Approval

- Prepare permission forms
- Mandatory Parent Meeting (a minimum of 2 meetings)
- Eligibility check for discipline
- Eligibility check for attendance
- Distribute and discuss the permission form, announce the due date and share trip itinerary with students
- Collect signed permission forms and required fees
- Consult with parents/guardians and school nurse regarding specific student health issues/needs
- Distribute/collect Chaperone forms and make sure all chaperones have the appropriate clearances
- Distribute Parental Consent and Waiver of Liability form which includes the Code of Conduct to be signed by student, parent/guardian and teacher/sponsor
- Review the Chaperone Responsibility form with the chaperones. Ensure the following items are reviewed:
  - Itinerary
  - Specific duties for proper supervision
  - Procedures for roll call for loading and reloading during trip

*(Continued on next column)*

### After Trip Approval (continued)

- Review the Chaperone Responsibility form with the chaperones. Ensure the following items are reviewed:
  - Names of students for whom they will be responsible
  - Procedures to follow in the event of an emergency, illness, or accident
  - Any other information needed for the trip

### One Week before trip

- Group students with chaperones and create bus lists and room assignments (as applicable)
- Notify appropriate staff members of students attending
- Confirm any reservations, including transportation
- Remind students of the trip plans and behavioral expectations, also suggested items for packing
- Remind students of any required documents (such as health forms, passport)
- Share contact information between chaperones and staff
- Arrange bag check with security

### Before trip

- Inform the students of the itinerary, rules, policies, and suggested appropriate attire
- Collect signed Parental Consent and Waiver of Liability form which includes the Code of Conduct
- Remind students of the trip plans, behavioral expectations and curriculum objectives
- Provide Building Principal with permission slips and a copy of the master list of students and chaperones on each bus (as applicable)
- Sign out any early pickups with the Field Trip Release form
- Report any concerns/problems to the Building Principal as soon as possible
- Bag check with security

## **GUIDELINES / RULES FOR OVERNIGHT TRIPS**

All rules, policies and procedures of the Ringgold School District and the Student Handbook must be obeyed on overnight trips. Overnight trips are a privilege and extended to students. These students represent both the community and Ringgold School District, the “Code of Conduct” will be strictly adhered to.

### **During the Trip**

- No drugs, alcoholic beverages, vapes, tobacco or look-alike products are permitted.
- Students will adhere to all rules and policies as stated in the Ringgold School District Handbooks.
- Students taking prescribed medication should inform the Teacher In-Charge /Coach and indicate on the required health form.
- Students shall show courtesy and consideration for others. No abusive or obscene language.
- Students shall contact a chaperone immediately if a problem occurs.
- While participating in any activities, students shall travel in groups of 2 or more. No student is to be alone under any circumstances, including visiting restroom. Groups of 4 are highly recommended.
- All students will attend all scheduled functions, unless excused by the Teacher In-Charge/Coach
- Students will not participate in any activity or behavior that endangers the safety of themselves or others or lessens the integrity of the Ringgold School District.
- Students are not permitted to leave the group at any time. Visiting family members or friends may not take students away from any function.

### **Room Rules**

- Students will remain in their assigned rooms once the nightly room check is completed. Doors will be taped or other procedures will be used to ensure the students remain in their assigned room
- All rooms are to be locked when unoccupied and after room check.
- If there is free time in the hotel, curtains and doors must remain fully open while students are in the room. Doors are to be closed if the room is empty. This is a privilege that can be revoked at any time.
- Students are responsible for any damage or theft in their assigned room.
- Students are responsible for any bills assigned to their assigned room
- If there is any free time in the evening, students will be informed of areas they are permitted to attend. All students are to remain in those assigned areas as instructed.
- After the nightly room check, do not open your hotel room for anyone other than Teacher In-Charge/Coach.

**Any student who does not follow these rules and policies will face disciplinary action as per Ringgold Policy as well as suspension from future trips. If it is deemed warranted by the Teacher In-Charge/Coach, students may be sent home at the expense of the parent/guardian.**