

### **Extended Field Trip Procedures**

Field trips which take the students out of state or require an overnight stay shall be considered Extended Field Trips and require prior Board authorization.

#### **Student Ratio**

All Extended Field Trips must be adequately supervised with suggested ratios of:

- Elementary:
  - One (1) adult per every five (5) students.
  - Groups with both male and female participants must have supervision of at least one (1) male and one (1) female adult.
- Secondary:
  - One (1) adult per ten (10) students.
  - Groups with both male and female participants are strongly encouraged to have supervision of at least one (1) male and one (1) female adult.

#### **Student Responsibilities**

Students are expected to be knowledgeable about the rules governing student conduct. Extended trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed. Proposal will include student recognition and affirmative support of all district policy and rules contained in the school handbook. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense, suspension, and/or expulsion.

#### **Requests**

The proposal/request and all supporting documents must be:

- Submitted to the respective building Principal (30 days prior to the field trip) for consideration of approval.
- The respective building Principal will submit the approved form to the Superintendent (by the first Tuesday of the month, prior to the regular Board meeting) for consideration of approval and recommendation to the Board of Trustees.
- The School Board will render the final decision, at their next regularly scheduled meeting.
- Notification of the School Board's decision will be sent to the person requesting approval and the respective Principal.

#### **Guidelines**

1. Extended Field Trips must have strong support from the building principal, teachers, parent/guardians & students.
2. The proposal must include:
  - a. A statement of assurance regarding liability insurance.

- b. Total number of school days missed.
  - c. Financial information, including a breakdown of the estimated cost.
  - d. List of all student attendee names.
  - e. List of organizer and chaperone names.
  - f. An itinerary.
  - g. Copy of Extended Field Trip Liability Form (Policy 2550F2)
3. Following an extended trip the instructor/advisor and students may be requested to make a presentation before the School Board at a regularly scheduled meeting.

### Field Trip Organizer

The Extended Field Trip Organizer is responsible for communicating with administrations, parents, and students regarding logistics and safety factors for a trip.

1. Create a Room List defining assigned rooms for each participant. Each student's parents must approve, in writing, the room assignment, including the proposed roommates for the trip.
2. Best Practice is to hold a parent/guardian meeting prior to an extended trip to answer any specific questions and/or concerns.
3. Establish and communicate a reasonable curfew. Enforce strict compliance to this curfew.
4. Periodic checks must be made to ascertain that the students are following the curfew requirements.

### Chaperones

Field trips must include at least one organizing staff member from the school sponsoring the trip.

Additional chaperones, if required, shall be selected by the trip organizer. Priority should be given to district staff or parents of current students. Selected chaperones that are not district staff or parents of current students must be approved by the building principal. Chaperones are under the supervision of the sponsoring teacher/advisor.

The safety, protection and supervision of District students are the sole purposes for adult chaperones accompanying District students on trips. Agreeing to serve as a chaperone is accompanied by an understanding that the established rules and policies will be followed.

Chaperones shall agree to the following:

1. Supervise and be responsible for students during the trip.
2. Ensure that students follow all legal and school requirements.
3. Model the behaviors expected of students.
4. Follow and abide by all State and Federal laws as well as Notus School District policies.
5. Complete Background Information Check.

Chaperones on Extended Field Trips must complete a Volunteer Application, including a relevant background check from an applicable law enforcement agency. Background information checks shall be completed in advance of the trip. Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones. Children of

chaperones attending the trip may stay in the same hotel room with their parents, but will not be required to do so as a condition of participation in the trip.

Chaperones employed by another school district, such as in the case of a joint trip and/or supervision opportunity shall submit a letter via email indicating their agreement to supervise Notus students and abiding by the procedures indicated in Notus Board Policy. As employees of an Idaho school district, no additional background check is required.

Chaperones will only share rooms with other Chaperones of the same sex unless the two Chaperones are married to each other.

Cross Reference:

2550	Field Trips, Excursions and Outdoor Education
2550F1	Extended Field Trip Request Form
2550F2	Extended Field Trip Liability Form
3460	School Related Foreign Travel By Students
4600	Volunteer Assistance
4600F1	Volunteer Application
4600F2	Criminal History Check
4600P	Volunteer Assistance Procedure

Policy History:

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Revised on:

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