

General Field Trip Guidelines

Student Ratio

All trips must be adequately supervised with suggested ratios of:

- Elementary local field trips:
 - One (1) adult per every ten (10) students.
- Secondary local field trips:
 - One (1) adult per every fifteen (15) students **OR**
 - One (1) adult per class/course.

Additional considerations may be required by the building principal on a trip-by-trip basis depending upon the age of students, special student considerations, safety conditions of the specific trip, etc.

Chaperones

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

Additional chaperones shall be selected by the teacher/advisor that is organizing the trip. Chaperones are under the supervision of the sponsoring teacher/advisor.

Additional requirements are required for chaperones on Extended Field Trips. See Policy 2550P2.

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 if requested.

The District may require background checks on chaperones for general field trips. Any adult convicted of any sex or drug related offenses may not serve as a chaperone.

Children who are not a part of the group participating in the trip may not accompany parents when the parents serve as chaperones.

Cross Reference:

2550	Field Trips, Excursions and Outdoor Education
2550F3	General Field Trip Request
2550F4	General Field Trip Permission Form
3460	School Related Foreign Travel By Students
4600	Volunteer Assistance
4600F1	Volunteer Application
4600F2	Criminal History Check
4600P	Volunteer Assistance Procedure

Policy History:

Adopted on: August 12, 2024

Revised on:

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