AR-6153 (a)

SCHOOL-SPONSORED TRIPS

General Guidelines

A school-sponsored trip for purposes of this policy is defined as any journey by students outside of the district for a learning activity planned by their teacher or for participation in an extra-curricular activity under the supervision of an individual or team coach.

These are considered as minimum requirements. The School Administrator and/or Superintendent may add additional requirements depending on the nature, location and extent of the proposed trip and the age, nature, and experience of the sponsors, staff, students, and operators.

All trips require advance administrative approval and the prior approval of the parent(s) or guardian of those students participating. Such required approval implies timely notice to both building principal and the parents of students involved.

Safety and First Aid

1. While conducting a trip, the teacher, employee, or agent of the school shall have a school first aid kit in his/her possession or immediately available.
2. Before trips of more than one day, the School Administrator or designee shall hold a meeting for chaperones, parents/guardians, and students to discuss safety and the importance of safety related rules and procedures for the trip.

Supervision

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.

2. Students must be supervised by a certified District teacher or other person approved by District administration

3. All participants in the trip should be either current students at Wrangell Public Schools, home-school students enrolled in Wrangell Public Schools' activities, District employees, or adults subject to the chaperone/volunteer requirements. Children who are not part of the group participating in the trip may not accompany a parent when the parent serves as a chaperone, unless another adult is acting as caregiver for the chaperone's child.

SCHOOL-SPONSORED TRIPS

4. Student time out of other instructional programs shall be kept to a minimum. Students traveling must maintain their overall educational program and are responsible for making up assigned work in classes missed.

5. No student may be denied participation, for financial reasons, in a school-sponsored field trip that is integral to the curriculum and the instructional program.

6. Students shall be expected to follow conduct rules that apply in school or during school-related activities. Students who violate these rules during a trip are subject to regular discipline, including, but not limited to being sent home with a chaperone, if required, at parent expense.

7. Administrators have the authority to exclude participation of students whose documented behavioral history suggests the possibility that they may endanger themselves or others; or cause a substantial disruption while on a trip. However, due consideration must be given to Section 504 and Individuals with Disabilities Act (ADA) where applicable.

8. Pursuant to Section 504 and Americans with Disabilities Act (ADA), students with disabilities shall not be excluded from field trips because of transportation arrangements.

9. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Refer to the Chaperone subsection of this regulation for additional information.

In advance of study trips, teachers shall determine educational objectives which relate directly to the curriculum. School Administrators shall ensure that teachers develop plans which provide the best use of student's learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trips.

Waiver of District Liability

Each participating student must submit a waiver of liability signed by the parent(s) or guardian(s).

Each participating chaperone or parent volunteer must sign a waiver of liability. These waivers must be reviewed and approved by the School Administrator and secured on file in the school office prior to the trip.

AR-6153 (c)

SCHOOL-SPONSORED TRIPS

Chaperones

Whenever practical, on extended trips (more than one night), chaperones of the same sex must accompany students. An exception to this provision must have the approval of the Superintendent.

1. A proposal for the number of chaperones and funding sources for classroom substitutes must be submitted with the trip request. For extended trips, a recommended ratio is one chaperone to every six students, with a minimum of two chaperones per trip.
2. Chaperones shall be a responsible adult. At the high school level, at least one chaperone shall be 21 years or older.
3. School employees must submit appropriate leave requests and have approval from their building administrator to chaperone field trips if they will be absent from their assignment.
4. Chaperones shall be assigned a prescribed group of students and shall be responsible for the monitoring of the students' activities.
5. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
6. Chaperones will be informed in writing of the drug-free workplace regulations which govern all District-sponsored activities. Chaperones are expected to refrain from using tobacco and consuming alcoholic beverages or illegal drugs while on the trip.
7. Chaperones must travel with the group for the duration of the trip from departure through return. Exceptions may be made by the Superintendent.
8. Chaperones shall have background checks completed and filed with the Human Resources Department prior to accompanying students.

Trips Not Sponsored by the District

When a trip involves both a school-sponsored element and an adjoining community element, staff members are permitted to coordinate these joint ventures with the use of appropriate school time and equipment.

Failure of district personnel to adhere to this policy shall be grounds for disciplinary action, including possible dismissal.

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