

PLANNING AND SUPERVISION OF SCHOOL TRIPS

Student field trips and co-curricular travel are an important part of the total educational experience in the Evansville School District. School sponsored excursions are a necessary extension of the classroom. During these experiences, teachers and volunteer chaperones have an obligation to demonstrate, through example and word, characteristics that will help students to learn the actions and responsibilities of productive people. Students have an obligation to obey school rules, demonstrate respect, and practice good behavior.

A sponsoring teacher shall request a field trip by completing a "Field Trip Request Form" and submitting it to the building principal. The form should be completed well in advance of the actual trip. All field trips will be approved or disapproved, in writing, by the principal. Parental approval must be obtained before a student is allowed to participate in a field trip. A list of students participating in a field trip will be provided to the school office and all chaperones. Students may be assessed a fee to cover field trip costs, but care should be taken to keep costs to a minimum.

Adequate adult supervision must be provided for each field trip. The number of chaperones and their duties will vary depending upon the nature of the field trip and the grade level of the students. Duties will be determined by the teacher prior to the principal's final review and approval of the trip.

Staff trained to deal with the health needs of students on the trip should be included as chaperones. The health concern list should be reviewed at least one week prior to departure and the school nurse consulted to deal with health needs in time to develop contingency plans.

The staff member in charge, and other school personnel who assist, shall be responsible for knowing the trip site in relationship to any unusual hazards, safety conditions and/or special facilities. The staff member in charge is responsible for chaperones knowing their responsibilities. They should also:

1. Know and enforce all rules and regulations related to the place or site to be visited, as well as the school rules.
2. Discuss standards for vehicle safety, conduct and courtesy with all students prior to the trip.
3. Make it clearly understood that no discourtesy, disobedience or defiant behavior will be tolerated.
4. Caution students to respect the property and rights of others.
5. Be prepared for students with special problems or needs.
6. Provide a statement of expectations and responsibilities for chaperones and a list of students in their charge.
7. Staff member in charge will have at least one first aid kit and list of health concerns available.

8. The staff member in charge must assure that an approved trained chaperone is included to deal with health concerns of students involved.
9. For overnight excursions, make sure all chaperones and students have a copy of a toll free phone number (for example the hotel where they are staying) and a plan to get back in contact with the group if separated.
10. Chaperones on duty should be easily identified by students with a name tag or other identifier.
11. For overnight excursions, the staff member in charge must have copies of medication forms and a plan in place for dispensing medications.

All staff and volunteer chaperones will abide by the following guidelines:

- a. Chaperones are directly responsible to the staff member in charge of the scheduled activity.
- b. Chaperones will assume only those responsibilities as designated by the staff member in charge.
- c. Chaperones will ride to and from the area of destination with the students in the same means of transportation provided for the students.
- d. Chaperones will have a list of students and emergency phone numbers available to them.
- e. Chaperones will abstain from use of alcohol, controlled substances or tobacco during the time they are responsible for supervision of the students, which is for the duration of the trip.
- f. Chaperones will follow procedures outlined by the staff member in charge in cases of emergency.
- g. Chaperones will not transfer their role of a chaperone to another person during the time they are responsible for supervision of students, without the advanced approval of the staff member in charge.

Chaperones should not get involved in activities that would be different from normal teaching day duties. They are responsible for the group. In the area of personal conduct, chaperones should conduct themselves in a manner that reflects credit to the school. They must maintain reasonable behavior at all times. Volunteer chaperones should inform the staff member in charge of successes or problems so that mistakes can be corrected and the success of future trips promoted.

Legal Ref.: Sections 118.001, 120.12(2), 120.13(1), 121.54(7), 895.437 Wisconsin Statutes

Local Ref.: Policy #352 – School Sponsored Excursions