



**FIELD TRIP GUIDELINES:
OUT OF STATE AND OVERNIGHT**

Field Trips that include out-of-state or overnight travel can bring great bonding experiences to students and sponsors. However, they pose increased risks associated with the supervision of students, travel safety and regulations posed by other states and agencies.

In order to ensure that the field trip provides the opportunity for growth and leadership beyond the classroom learning experience, the school district should ensure that the following questions have been answered and guidelines followed:

- 1) Do the parameters of the trip comply with written Board Policy and Administrative Regulations?
- 2) Is insurance coverage available for this type of activity?
(Through the school and a purchased policy)
- 3) Has the trip been approved officially by the Board?

Planning the Trip:

- Due to the increased level of security across the U.S., school districts should consider the safety of student transportation out-of-state and overnight in light of the current State and National alert level. The question of educational value offered by the trip compared to the level of student safety needs to be addressed first.
- Due to the increased level of security across the U.S. warnings posted by the US State Department for foreign travel should be checked @ <http://travel.state.gov/travel/warnings.html>. (Note: Warning postings should be checked up until departure.)
- Health risk information should be identified at the destination location by checking with the Centers for Disease Control and Prevention at <http://www.cdc.gov/travel/> (Note: Risk information should be checked up until departure.)
- Volunteer Chaperones should be cleared for supervision of students. (Fingerprints and DMV clearance if traveling by vehicle.)

Itinerary, Transportation & Accommodations:

- a. Is the itinerary appropriate for the student's age and grade level?
- b. Does the itinerary serve an educational purpose?
- c. Do the transportation plans include DOT inspected buses and include appropriate insurance certificates provided by any outside vendors?
- d. Do the drivers of any buses or vans hold appropriate licensure for the vehicle and has DMV check been conducted? If personal vehicles are used, has current insurance coverage been verified and a DMV check been conducted?
- e. Has the hotel provided accommodations for other schools?
- f. Swimming Pools: Will swimming be allowed? Have all students been verified as proficient swimmers? Will lifeguard certified personnel supervise all swimming that is allowed?

General Trip Guidelines:

- All forms should be completed and signed. One copy should accompany the traveling group and one copy should remain at the school.
- All students are required to carry photo ID at all times.
- Roll call of all trip attendees including adults shall be taken on a regularly scheduled basis no less frequent than at departures and arrivals at each travel junction or between modes of travel.
- All students are required to be under staff/chaperone supervision at all times and are not allowed to venture out independently from the group.
- If an emergency occurs, parents and the school will be notified immediately after the student's safety has been secured.
- All medications (prescription and non-prescription) are to be held by the staff member in charge of the trip. Special consideration is given to those with asthma or those who need medication unexpectedly throughout a day. **ALL MEDICATIONS (PRESCRIPTION AND NON-PRESCRIPTION) CONTAINERS SHOULD BE LABELED WITH THE STUDENT'S NAME.**
- The medical release form should include parental approval for the administration of non-prescription medications – none should be given without checking for allergies and parent permission.
- No non-student, non-staff, non-chaperone individuals are allowed on field trips.
- Reasonable curfews and room checks should be scheduled.
- Students shall be held accountable to all school rules and policies while traveling.
- Violations of drug and/or alcohol policy or behavior that disregards the safety of others will result in the student's return to home immediately. Parents will be notified and be responsible for all incurred expenses for returning the student home at the first opportunity available.
- Student should be instructed to leave valuables at home.
- Students should be instructed not to advise others about hotel locations and are not to let visitors in their room. Any family visitations during trip should be pre-arranged and approved by the school.
- Emergency Communication: An emergency protocol must be in place between staff and adults supervising students and the staff member in charge and school site. Communication should include at a minimum:
 - a. Cell phone numbers for all adults on the trip and the school emergency contact number
 - b. List of students assigned to each supervising adult
 - c. List of applicable travel destination phone numbers: hotel, bus company, etc.
- Responsibilities Defined:
 - a. Each staff member and supervising adult should receive a list of responsibilities specific to their role on the trip.
 - b. Each student should receive a list of their responsibilities as a student on the trip.