

Storey County School District
Policy Manual

Adopted: 20 October 1982

Revised: 10-23-02

Section: Instruction

Title: Field Trips, Activity Trips and School
Activities Requiring Absence from the District

Previous Policy Number: IICA

***Presented as below to School Board for Review on 8-8-2000 & 3/14/01 & 4/25/01, 7-10-02,
10-9-02***

FIELD/ACTIVITY TRIPS

A field trip is any trip that relates to curriculum as part of a class activity-which includes a whole class, but not carried out in the classroom or on the school grounds.

An activity trip is any trip taken in connection with a school-related activity or school-sponsored organization.

A field or activity trip (hereinafter referred to as trip) is considered to be an experience designed to provide learning opportunities not available at the school. The purpose includes stimulation of interest, culmination of a unit of study, gathering data and providing a more suitable learning activity. As an integral part of the curriculum experience and an extended opportunity for factual, social and cultural learning, these trips must be appropriate to the student and class subject. Classes should be adequately prepared for trips in terms of objectives, behavior, and student responsibilities. There should be suitable follow-up activities to reinforce the learning.

Site Administrators and teachers are to consider the overall problem of student absences from the academic program when planning field or activity trips. Programs and trips which result in excessive loss of class time in other areas of study create a hardship for other teachers and are to be discouraged. They may not be denied to a student for school discipline reasons unless approved by both the site administrator and superintendent.

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**FIELD TRIPS, ACTIVITY TRIPS AND SCHOOL ACTIVITIES
REQUIRING ABSENCE FROM THE DISTRICT**

The following procedures will be followed in authorizing field trips or school activities which require student absence from the district.

1. The staff member originating the trip shall complete a "Student Trip Request".
 - a. Under 50 miles*
Applications for trips under 50 miles and requiring a substitute for not more than one day must be filed with the school site administrator. A copy of each approved application will be sent to the superintendent of schools. Certain areas of Virginia City are considered a portion of the school campus and parent permission slips may not be required. Please see the Open Campus Policy.
 - b. 50 — 100 miles*
Application for trips from 50 to 100 miles, and requiring a substitute for not more than one day, must be received by the superintendent of schools, not later than ten (10) working days prior to the proposed trip. All such trips must be approved by the superintendent and may be placed on the Board agenda as information items.
 - c. More than 100 miles one way or out of state (unscheduled) Unscheduled trips in excess of 100 miles or unscheduled out of state trips, if recommended by the superintendent or his designee, will be placed on the Board agenda for Board action. Requests must be received by the superintendent no later than 7 days prior to a board meeting so as to agendaize and must have prior site administrators recommendation. Such trips may or may not be financed by district funds.
2. Trip Emergency Procedures

All precautions and procedures for the safety and welfare of students will be taken in planning, executing and following up on trips. If any emergency should arise on any trip, the following procedures will be followed:

 - a. The SCSD employee in charge will telephone the site administrator and report the emergency as soon as possible.
 - b. The site administrator will immediately notify the superintendent or designee of the emergency and action being recommended or taken.
 - c. In case of accident, all files and forms regarding the trip will be sent to the office of the superintendent.
3. The staff member originating the trip shall specifically justify the benefit of the trip for students. Attention shall be given to alternative educational experiences of equal or

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near equal value which may be less costly or which would result in the conservation of fuel.

The following guidelines shall be followed in approving trips:

- a. The suitability of the trip as it relates to the total school program shall be determined. This suitability shall include whether or not the students will miss a school day, the effects of the trip on the school's total educational program, the timing of the trip, etc.
- b. The trip shall be within school budgetary allocations.
- c. Every effort shall be made to determine that educational experience obtained via a trip is at the nearest possible site.
- d. On any trip, it shall be the responsibility of the site administrator to see that adequate adult supervision is provided and shall be a maximum of students for each chaperon as shown in item #4. Field Trip Chaperons.
- e. All overnight trips and field trips of more than 100 miles (one way) or out of state trips must be received by the superintendent of schools, not later than (7) working days prior to the Board of Trustees' meeting preceding the proposed trip.
- f. On all trips there shall be at least one SCSD employee of the Storey County School District.
- g. All overnight field trips involving students of both genders may require the presence of adult supervisors of both sexes as determined by the site administrator.
- h. There shall be assurances that no pupil who is a member of the group proposing the trip will be excluded from participation because of lack of sufficient funds.
- i. There shall be assurances that the instructors, supervisors, and chaperons making the trip understand that they will receive no compensation for participating in the trip over and above compensation, if any, to which they would otherwise be entitled by reason of district employment, if so employed.
- j. Only in emergency situations will students, parents or other persons who are not district employees be authorized to drive vehicles transporting students on trips.
- k. Board approval is necessary before the trip deposits are made for trips beyond 100 miles (one way) or out of state. No non-refundable deposits are to be made by schools.
- l. Transportation by use of privately owned vehicles is discouraged; their use, nevertheless, is sometimes unavoidable. The drivers should be a authorized school district employee with a valid drivers license. The owner of the vehicle has a primary liability for his/her passengers and must fill out and sign a Declaration of Insurance Coverage Form (see appendix C) and kept by the site administrator. The vehicle must

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be deemed mechanically safe and personal liability insurance limits must be met. Private vehicles may be used only if suitable district owned vehicles are unavailable. In the case a non-employee adult is the only available transportation, the above conditions must be followed and a approval form signed by each student passenger's parent/guardian on record with the site administrator prior to the trip. Students are never to be allowed in the back of an open pick-up/truck/vehicle.

- m. No action shall be taken to publicize the trip in any way until approval is received from the superintendent or Board of Trustees as required.
- n. Signed form Parent Authorization to Participate in District Approved Trip within State of Nevada (see appendix A).
- o. Signed witnessed consent executed by the parent, or legal guardian, of each minor Participating in extended day and/or overnight trip, authorizing instructor in charge to consent to medical/dental examination, diagnosis and treatment of the minor during the trip by a physician, dentist, or surgeon, at the parent's or legal guardian's expense when in the opinion of the instructor such is advisable in the best interest of the child. (see appendix B).
- p. In order for the blanket field trip slip to be valid, the field must be less than fifty (50) miles and commence and end during the hours of a regular school day. Parents or guardians must be notified of all trips and must be given the opportunity to refuse permission for their son/daughter.

4. Trip Chaperons

The ratio of chaperons to students will be determined by the age, academic ability and type of field trip proposed. On all trips involving groups an SCSD employee of the district must accompany the group. The ratio of chaperons to students shall be as follows and shall incorporate the "Buddy System":

<u>Grade</u>	<u>Ratio</u>	<u>School(s)</u>
K-5	6:1	(Gallagher Elementary)
K-6	6:1	(Hillside Elementary)
6-12	10:1	(VCMS and VCHS)*

*An athletic team may exceed 10:1 if the group includes only team members/manager and coach. If additional students are included such as cheerleaders or spectators, then additional chaperons are required at 10:1.

Chaperons should be selected by school personnel familiar with them so that responsible and dependable individuals are recruited. Parents will be given priority as chaperons over other adults. The site administrator or teacher in charge of the trip has the responsibility of briefing the chaperons on the rules and prohibitions with accompanying results if rules are violated. All rules are to be in writing, signed and filed out so that no misunderstanding can arise regarding chaperons responsibilities, in addition, the chaperons should be briefed on the exact itinerary and informed that there will be no deviations from the published itinerary.

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5. Duties and responsibilities of chaperons shall include, but not be limited to the following:
 - a. Chaperons must follow all rules as applied to the group and are not privileged to go off on their own. **There shall be no use of alcohol or holiday type of behavior on the part of the chaperons.** Adults may be requested to not serve as chaperons if the site administrator so requests because other of their own children wish to attend and are not part of the regular field trip group. The site administrator may allow attendance by the non-chaperon parent and children if space permits.
 - b. Provide direct supervision of those students assigned. To better identify our students on a field trip, elementary school students will wear badges and also wear a brightly colored vest, hat or some other easily identifiable symbol.
 - c. Provide assistance to students in the solution of minor problems, personal or otherwise. Please note: decisions relative to the disciplining of students for violations of school or group regulations shall be the responsibility of the administrator, and/or advisor, not the chaperons.
 - d. Exhibit exemplary, personal behavior.
 - e. Perform other duties as requested by the site administrator and/or advisor that become necessary for the health, safety and well-being of all trip members.