

NLCS Field Trip and Overnight Policies

I. Procedures

- A. The three types of field trips recognized are:
 - 1. Trips conducted during school hours.
 - 2. Trips extending beyond the school day.
 - 3. Overnight trips.
- B. Information regarding field trips during school hours, beyond the school day, and overnight shall be communicated to all staff members, students, and parent/guardians. Administrative approval shall be received prior to informing students and parent/guardians.
- C. NLCS administration reserves the right to cancel a trip at any time. NLCS is not responsible for financial losses if a trip is cancelled due to unanticipated safety reasons or extenuating circumstances.

II. General Requirements for All Field Trips

- A. Costs for field trips is included in with tuition. Please be careful when planning field trips to coordinate with other teachers who might also be planning their own field trips using the child's allotted field trip money (\$50 at this time). **You must not exceed the allotted amount for field trips or ask students for additional money to fund your trips.** Chaperones may be asked to pay if there are any admittance fees. These fees will be invoiced within FACTS.

Be sure to provide a chaperone list with fees to the finance office.

In order to calculate transportation costs, you will need to include \$15/hour for the bus driver and \$1.50/mile for round trip.

- B. Teachers on the trip are responsible for planning, applying for permission, coordinating and implementing field trip details. Teachers are also responsible for the student supervision and must remain at the site with students. If there is an emergency, one teacher goes with student while other teacher supervises the rest of the students. If it is a local trip, the students may be left with a responsible chaperone and the school is called to send another staff member if a student must be attended to.
- C. The field trip shall be planned to provide for the safety, comfort, and protection of students, teachers, and chaperones.
- D. Students and chaperones shall conduct themselves according to standards of behavior that will secure maximum educational benefits, maintain good public relations, and contribute to individual and group safety.
- E. A chaperone, as defined in this document, is a person who may be a teacher, an instructional assistant, and/or other adult age 21 or older who accompanies and supervises the students on a field trip. The teachers will have the authority to approve all field trip chaperones. Chaperones must have a background clearance.

Minimum chaperone ratios for field trips are as follows. Modifications may be approved by the principal.

- 1. *Elementary school level — 1 chaperone per 4 students*
- 2. *Middle school level — 1 chaperone per 7 students*
- 3. *High school level — 1 chaperone per 7 students*
- 4. *The school-based administrator has discretion to add additional chaperones.*

- F. Participation shall be limited to members of the group and the number of chaperones required. In special cases, it may be necessary for a student's parent/guardian to accompany and be

responsible for him or her. If parents/guardians arrive at the field trip location and join the group, they are considered visitors at a public location and NLCS is not responsible or liable for them or any individuals they may bring. Chaperones may not bring siblings on the trip. If you allow a parent to come on the field trip with a sibling, they are allowed to only chaperone their own child.

- G. Written permission must be secured from a parent/guardian for each student to take the trip.
- H. If the trip has to be rescheduled, written permission must be secured again.
- I. The completed field trip request shall be approved by the administration.
- J. Teachers are expected to inform School Health staff of the field trip at least five (5) school days in advance to ensure appropriate medical needs and appropriate supplies are available to students participating in the field trip. There must be a med tech on each field trip out of Frederick County
- K. Students shall have the opportunity and the responsibility to make up schoolwork they missed while attending a school-sponsored field trip.
 - 1. At least one (1) chaperone must be assigned per vehicle to be responsible for roll call, announcements and supervision. All Chaperones/drivers must have a background check before the field trip.
 - 2. The number of students, teachers, and chaperones shall not exceed the rated capacity of the vehicle.
 - 3. If parents are driving, seatbelts and booster/car seats should be used. Driver will give rules for his/her car. If using the bus, no eating or drinking, everyone is to sit back in the seat facing forward. Nothing should be in the aisle of the bus for safety. Inside voices should be used but silence when the overhead lights go on. The bus driver is the final authority when students are on the bus. (For MS/HS, boys in the back, girls in the front.)
 - 4. Only an approved carrier with all necessary licensing and a certificate of insurance may be employed.
 - 5. Parents who serve as chaperones/drivers and use their own vehicles should be reminded that the school system's insurance coverage does not extend to them.
 - 6. No siblings may ride the bus. If parents with siblings want to attend the field trip, they may not chaperone any children other than their own.

III. Specific Responsibilities of the Teacher in Charge

A. All Field trips

- 1. Read thoroughly and implement the general requirements under section III.
- 2. Obtain tentative administrative permission by completing the field trip form and return it to the office which will secure the date and time.
- 4. Contact the site.
- 5. Be familiar with the site and the route to get there.
- 6. Obtain all necessary transportation information.
- 7. Obtain adequate number of chaperones.
- 8. Plan and write an itinerary.
- 9. Secure written permission slips from parent/guardian. Parents shall be informed of the date(s), destination(s), purpose(s), activity, mode of transportation, and emergency contacts for each field trip.

10. Group students with chaperones. Make bus (car) lists and copy of the master list of students and chaperones. On the day of the trip, leave an updated list of participants including phone numbers with the school-based administrator.
11. Students with specific health needs or physical limitations must provide all equipment/medicine to the teacher in charge or designated chaperone. It is suggested that these students be accompanied on the trip by their parent/guardian.
12. Inform all chaperones of:
 - a. The procedures to be followed in the event of an emergency, illness, or accident.
 - b. A list of students' names, your cell phone and maybe any other chaperone's cell phone numbers
 - c. The itinerary.
 - d. Suggested questions/activities for achieving the objectives to be used with students.
 - e. Specific duties for proper supervision.
 - f. Suggested appropriate attire.
 - g. Any special needs of a student in their group.
13. Inform the students of the itinerary, rules, policies, and suggested appropriate attire.
14. Maintain a master list of students and chaperones assigned to each vehicle along with cell phone numbers. Ensure that roll call of all persons is taken at the initial loading and each reloading during the trip.
15. In the event a student does not report back to the designated location when the transportation vehicle is to depart, the teacher in charge should designate a chaperone to remain behind to try to locate the student(s). If the student does not return in a reasonable length of time, the chaperone should notify the police and the parents.
16. Provide for supervision until the last student goes home as prearranged by the parent/guardian.
17. Report any mishaps to the school-based administrator upon return to school.
18. Evaluate objectives and success of achievement upon completion of the trip.

B. Additional Requirements for Extended and Overnight Field Trips

1. All extended/overnight trips must be pre-approved by the administration.
2. In addition to the required transportation information, the following shall be included on or with the permission slip:
 - a. Detailed itinerary.
 - b. Special clothing.
 - c. Special nighttime procedure (i.e. bed check, "lights out" time).
 - d. Parent's signature agreeing that the student may be sent home at the parent's expense if the student does not observe policies or school rules, at the discretion of the teacher in charge.
 - e. Requirement that parents are to pick up students within 15 minutes of the return of the trip.
 - f. Parental permission to list name, telephone number and email, for emailing the group or text messaging.
 - g. Parent shall have complete student health history form on file with NLCS.

3. A medical form for students, signed and dated by the parent/guardian, shall be obtained and copies shall be kept by the teacher in charge.
4. Chaperones:
 - a. Are directly responsible to the teacher in charge and are expected to adhere to directives of the teacher in charge, including bus duty, bed checks at curfew time, nighttime hall checks, helping sick students, and other jobs that may require supervision of students.
 - b. *Will be assigned to supervise groups of students as recommended: i. Minimum of two (2) chaperones per bus (more if other vehicles are larger than a bus). Minimum of one (1) chaperone per 7 students or one (1) chaperone per three (2) rooms of students.*
5. Bed checks will be conducted by adults of the same gender as the students.
 - a. Chaperones are to confirm the visual check-in of each student with the teacher in charge.
 - b. Chaperones must ensure that students adhere to the assigned student "lights out" time as designated by the teacher in charge.

III. Student Responsibilities

- A. All NLCS regulations, as well as school rules, are in effect during field trips. There is to remain a Drug-free, Alcohol-free and Tobacco-free environment
- B. If a student is found in possession of drugs, a weapon, or engages in misconduct which is deemed serious and disruptive to the trip, the student may be sent home at his/her own expense and law enforcement may be contacted.
- C. Students represent the school and the community and it is an expectation that students adhere to the same code of conduct that is expected in the school environment.
- D. Chaperones and all adults with whom students come in contact shall be treated with respect and courtesy.
- E. Students may be denied the opportunity to participate in field trips based on academic/conduct eligibility.
- F. Students serving a suspension or expulsion during any time of a planned field trip are ineligible to participate in field trips.
- G. Students should not go anywhere alone; they should stay in large groups or small groups. A chaperone is responsible for knowing where students are at all times.
- H. Students should not provide any information about themselves to strangers.
- I. Male and female students will not intermingle in overnight accommodations.
- J. Common sense guidelines for safety must be followed at all times.
- K. Students should not take large sums of money on field trips. If the trip extends overnight or for several days, students should take traveler checks, gift cards or prepaid debit cards.
- L. Where applicable, students may be refunded a portion of the money they paid if they cannot attend the trip. Some field trips may require a nonrefundable payment; when this is indicated, students' money will not be refunded.
- M. Students should have valid state/federal identification when attending overnight trips. The Motor Vehicle Administration will provide an official identification. A driver's license or birth certificate is acceptable identification.

IV. Basic Responsibilities of the School-Based Administrator

- A. Ensure that all elements of the field trip policy are implemented and approved only if all of the guidelines of the field trip policy are followed.
- B. Review the teacher in charge's request form and approve only if all of the guidelines of the field trip policy are followed.
- C. Send the pre-approval forms for extended and overnight field trips to the appropriate instructional director, whose approval is required thirty days prior to the departure date.
- D. Make certain that the responsibilities of the teacher in charge are being fulfilled.
- E. Ensure that the teacher in charge knows the procedures to be followed in the event of an emergency, illness, or accident.
- F. Inform parents that liability insurance coverage is extended only to those chaperones who accompany and supervise the students in an NLCS vehicle.