

FIELD TRIPS

AR4531

Requests for the approval of all field trips must be made in writing by the sponsoring faculty member. Such request will be submitted to the Building Principal for consideration at least 10 school days prior to the date of the field trip. The Building Principal will return a written response to each request originator in a timely manner.

A written permission slip signed by the legal guardian is required for each elementary child who goes on a field trip to sites other than district buildings. A written notice will be sent home to legal guardians for any trips to district sites. A written permission slip signed by the legal guardian is required for each secondary child who goes on a field trip to sites outside the district. When secondary students attend field trips within the district at sites other than district buildings, legal guardians are to be informed in writing of the date, time and place of visitation prior to date of the field trip.

Field trips are scheduled by building principals or their designee through the Business Office in the context of the specific budgetary constraint on such trips. Written requests for school buses for field trips must be submitted to the Transportation Supervisor seven school days prior to the field trip unless waived by the Transportation Supervisor.

When the district provides transportation to students on a school-sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless:

1. the legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or
2. intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's legal guardian has been contacted and the student has been delivered to his/her legal guardian.

The following guidelines should be followed regarding students with significant health concerns:

- Nurses should be made aware of field trips, including group / chaperone lists, at least 14 days in advance by the trip organizer.
- Staff members may assist self-directed students with medication on field trips.
- Parents of non self-directed students should be asked to attend the field trip if medication administration is required. If they are unable to attend, a nurse will be requested to attend. If neither one is available the trip will need to be postponed.
- Parents/guardians of students with emergency medications such as epipens or glucagon will be requested to attend, unless the student has permission to self carry (epipen only), a willing adult carries medication, or a nurse carries the medication if in attendance.
- School nurses attend field trips when there is a student with a medical need that only a nurse can manage and a parent is unable to attend. If neither one is available, the trip will need to be postponed.
- Emergency medication should be in near proximity to the student at all times on a trip. If the trip itinerary allows students to roam at a venue without immediate adult supervision, the parent should be aware of this ahead of time so a self-carry order may be secured, or a request can be made to have their child remain with/near a supervising adult.

- A staff member must carry the medication on a field trip, not a volunteering adult. All field trips require that at least one staff member be in attendance.
- Trip chaperones are responsible for knowing what medications they are carrying. They should request epipen/glucagon training from the school nurse as needed. A chaperone should speak with the person planning the trip in advance if they are not interested in carrying medication on a trip.
- When a nurse attends a field trip to accompany a student with medical needs, they are to remain with that student. They will be available to assist with issues in their proximity, but because supplies are limited on a trip, 911 should be called for any significant injuries or issues. Local urgent care facilities should be located and mapped out ahead of time by the adult in charge when visiting a venue over an hour away.
- Nurses attending field trips are not to be used as chaperones or considered chaperones for planning purposes.

Revised July 2014

Renumbered from AR7370 – December 2015