

FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION

The board recognizes that field trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom.

Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved in advance by the board. Outdoor education resident school plans shall be presented to the board for annual approval. The superintendent has the authority to approve all other field trips.

The superintendent shall develop procedures for the operation of a field trip or an outdoor education activity which shall insure that the safety of the student shall be protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

(From: Creston School Board Policy 2320)

Additional Guidance:

TRANSPORTATION:

- School vehicles are covered by insurance and are preferred method
- Private carrier—Private insurance is primary
 - Personal vehicles-owner driver
 - Vendor provided via contract or ticket
- Public Transit—Transit insurance is primary

INSURANCE COVERAGE:

- If travel is out of the country, does liability coverage exist? (Coverage questions must be asked for each trip as travel restrictions can potentially change in a short period of time)
- Personal accident insurance coverage is required.
- Emergency treatment cards must be in possession of chaperon including consent to treat and insurance policy information. To include, food allergies, medical conditions, etc.
- Knowledge of medical fragile students and treatment must be obtained prior to leaving.
- First Aid trained chaperones are recommended.
- A written EMERGENCY PLAN dealing with accidental injuries or illness must be in place before leaving.



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Field Trip Checklist

Anytime students leave the school facilities on a field trip, there are many exposures that are present. Many of these exposures can be avoided. Clear Risk Solutions is always available to help with recommendations to minimize the risk associated with these field trips. We feel that a field trip should be beneficial to learning. Here is a checklist for you to complete prior to your field trip. Keep in mind that Clear Risk Solutions does not recommend the following activities: swimming, boating, rafting, or any other water related activities, mountain climbing, bungee jumping, skydiving, racing, or any other “extreme” sport activities. Use your best judgment...if you don’t feel comfortable, then don’t give the “green light”. Please contact our office prior to the field trip for recommendations, or for and additional questions.

1. _____ PARENTAL PERMISSION SLIP - Does the school have in its possession; each child’s signed permission slip. If a child has not given it to the proper authority at the school, then they do not go.
2. _____ BEHAVIOR PLAN – What will the plan be for students who break the rules?
3. _____ MEDICAL PLAN – Does the school have in their possession prior to and during the trip, a list of each child and their medical history, i.e. allergies, medications, and a PDA (parent designated adult) to administer any meds that are required for diabetic children?
4. _____ SUPERVISION PLAN – What is the student to chaperone ratio? Depending on student age and the nature of the activity, we generally recommend four students to one chaperone. We recommend that at least one chaperone be first aid/CPR trained, and they all have FBI background checks done, specifically on overnight trips. Be responsible when choosing a chaperone.
5. _____ TRANSPORTATION PLAN – How will the students reach their destination? School based transportation is **preferred**. **NEVER** let a student drive.
6. _____ MEAL PLAN – Will food be provided, or are students responsible for their own meals? Make parents aware! They will need to make arrangements for their children if you are not providing meals. Also be sure to have a list of foods that different children are allergic to.
7. _____ LODGING PLAN – If this is an overnight trip, do the parents have the proper phone number and address? Are there separate sleeping areas and bath/shower facilities for the boys and girls? Make sure that the children are packed appropriately for this overnight stay. Also, avoid situations that involve just one student and one chaperone, especially opposite sex. Make sure chaperone’s have more than one student around them.
8. _____ PRIOR APPROVAL – Has your field trip been approved by the school board and superintendent? Have you consulted with Clear Risk Solutions for recommendations?