

**Instruction**

**SCHOOL-SPONSORED TRIPS**

School trips into the community are designed to enhance educational experiences. Notification about school-sponsored trips will come from your student’s teacher via normal communication routes. Please contact your student’s teacher if there are any concerns you would like to discuss. As appropriate the district may provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

**Safety and First Aid**

1. While conducting a trip, the teacher, employee or agent of the school shall have the school’s first aid kit in his/her possession or immediately available.

2. If an activity involves trips of more than one day, the principal or designee shall hold a meeting for chaperones, parents/guardians and students to discuss safety and the importance of safety-related rules and procedures for the trip. These meetings may be held at the beginning of the season involving travel.

**Supervision**

1. The district does allow students to travel with designated teacher, coach, or chaperone, who may or may not be a district employee. The Superintendent or designee will interview and investigate any non-district personnel charged with student travel. The administration will make every attempt to ensure all students traveling will be accompanied by an adult that meets the parents’ and community’s moral, ethical and legal standards.

2. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.

3. Designated teacher, coach or chaperone shall accompany students on all trips and shall assume responsibility for their proper conduct.

4. Before the trip, designated teacher, coach or chaperone shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.

5. Designated teacher, coach or chaperone shall be 21 years of age or older.

6. Designated teacher, coach or chaperone shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students’ activities.
7. Designated teacher, coach or chaperone shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.

8. When a trip is made to a place of business or industry, designated teacher, coach or chaperone shall arrange for an employee of the host company to serve as conductor.