



6262.2: OVERNIGHT FIELD TRIP GUIDELINES - MIDDLE SCHOOL

- I. Overnight field trips are an extension of the school day. All school rules apply in addition to the District’s Standards for Student Conduct.**
- II. Every effort should be made to use teacher or parent sponsors. Volunteer sponsors must be screened according to the volunteer approval process pursuant to District Rule 6910.1. For volunteers, there should be at least a one-month lead time to allow for background checks.**
- III. Teachers are on duty during the entire time of the field trip.**
- IV. Students will be under the supervision of adults at all times.**
- V. The sleeping quarters are gender-specific.**
- VI. Volunteer chaperones will report any behavior problems immediately to the certificated staff member(s).**
- VII. Certificated staff members will discuss the specific chaperone responsibilities with the volunteer chaperones and provide written guidelines.**
- VIII. In addition to the classroom teacher, a minimum of one additional gender specific chaperone is required for every 25 students. Based upon the location of the trip, the number of the chaperones may be increased.**

Number of Male Students	Number of Chaperones in Addition to the Certificated Staff Member	Number of Female Students	Number of Chaperones in Addition to the Certificated Staff Member
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0-25	1	0-25	1
26-50	2	26-50	2
51-75	3	51-75	3
76-100	4	76-100	4

IX. Emergency contact information will be accessible while on the field trip.

X. Emergency contact information will be provided to parents.

XI. In the event of illness or injury a parent will be contacted immediately so a plan about the student's welfare can be determined. A designated principal will be on call 24 hours a day during the full length of the trip and will be made aware of any medical or discipline situation.

XII. In the event of serious injury or illness 911 will be called and the parent notified of the situation and hospital location. To the extent that adequate staff is available, a staff member may accompany a student to the hospital. A principal will be made aware of the situation.

XIII. A school/program administrator may attend any overnight field trip where there is travel over 100 miles.

Date of Adoption

February 6, 2006

Date of Revision

January 7, 2013

September 8, 2015

October 16, 2017

Related Policies and Rules

[3921: Activity Limitations - Foreign Travel](#)

3921.1: Activity Limitations - Foreign Travel

3922: Activity Limitations - Aircraft & Watercraft

6262: Taught Curriculum - Field Trips

6262.1: Taught Curriculum - Field Trips

6262.3: Overnight Field Trip Guidelines - High School

6910.1: Screening Procedures for Volunteers in the Classroom