

Wendell School District No. 232 will follow the provisions of this policy to help ensure the safety of all students, staff, and volunteers while participating in school-sponsored extended field trips.

DEFINITIONS

An “extended field trip” means an overnight, out of the district (over 50 miles), or out-of-country school-sponsored trip where students leave school grounds for an educational purpose. An extended field trip may occur for the purpose of curriculum related study (part of the classroom educational experience), Idaho High School Activities Association (IHSAA) interscholastic athletics, co-curricular activities, or part of a school-sponsored club.

“School-sponsored” means an extended field trip for students where school funds pay for the trip, it is part of the educational process, it is supervised or staffed by school employees, and it is approved by the appropriate administrator.

“Privately-sponsored” means an extended field trip for students that is not sponsored by the school or school district, no school funds are used, and the field trip does not occur during school hours.

“District vehicle” means any vehicle owned or contracted by the school district.

“Non-district vehicle” means any vehicle not owned, borrowed, or contracted by the school district including, but not limited to, rental cars and privately-owned vehicles.

STUDENT PARTICIPATION

No student may be excluded from participating in a field trip due to inability to pay or a documented disability. Schools that offer field trip opportunities will provide an equal opportunity for participation by all students.

A student may be excluded from a field trip upon request of the parent/guardian or the student may be excluded for a nondiscriminatory reason(s) that is communicated to the student and parent/guardian in advance of the field trip.

EXTENDED FIELD TRIPS

Requests for extended trips must initially be made to the building principal and must have the principal’s support before being presented to the superintendent. The building principal will confer with the superintendent prior to presenting the extended field trip request to the board. The board will render the final decision on extended field trips.

Regularly scheduled contests and events directly related to the Idaho High School Activities Association (IHSAA) will be scheduled by the administration.

Extended field trips by students attending this district must be consistent with and reflect the district's curriculum.

Whenever possible, extended trips will be scheduled after regular school hours, on weekends, or during school breaks.

EXTENDED FIELD TRIP PROPOSAL

The organizer of the field trip must initially submit a field trip proposal to the building principal for approval. The proposal must be submitted at least six (6) weeks prior to the proposed trip.

The field trip proposal must include the following:

1. The school; the staff member(s) in charge of organizing the extended field trip; and the class, club, department, or organization involved in the extended field trip.
2. A description of the educational purpose/benefit of the field trip.
3. The total number of school days missed. Advanced makeup of school work will be required when the trip exceeds one (1) school day.
4. A preliminary field trip itinerary.
5. Detailed information on the activities in which the students will be participating on the field trip including:
 - a. Estimated number and ages of students;
 - b. Estimated number of chaperones;
 - c. Means of transportation (school bus preferred);
 - d. Means of providing food;
 - e. Means of housing (if applicable); and
 - f. Any special elements or risk related activities; e.g., swimming, motorized activities, or air travel.
6. A breakdown of the estimated costs including the cost to the class, club, department, or organization; the school district; and the individual student. Fundraising drives to defray costs must be pre-approved by the principal.

7. Names and contact information for participating students.
8. Names and contact information for chaperones, including both male and female chaperones, if the proposal is for a mixed group of students.
9. Any special student needs such as medication or accommodation requirements.

Following an extended trip, a summary and evaluation will be prepared and presented to the board.

EXTENDED FIELD TRIP ORGANIZERS

District employees who have received permission for an extended field trip must, in addition to developing the proposal for the extended trip, perform the following duties:

1. Hold a pre-trip meeting with students and parents/guardians.
2. Provide detailed written information about the activities of the trip.
3. Provide information on the responsibility and rules for the students.
4. Discuss district policy regarding student conduct while on a school-sponsored activity.
5. Establish a reasonable curfew and enforce strict compliance to this curfew.
6. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the extended field trip.

VOLUNTEER CHAPERONES AND DRIVERS

Chaperones will ensure students have supervision at all times while on a school-sponsored field trip. All district employee and volunteer chaperones will perform the following duties while on the field trip (see Volunteer Field Trip Chaperone Guidelines):

1. Enforce strict compliance with all school and extended field trip rules.
2. Enforce strict compliance with the established curfew. Periodic checks must be conducted to ascertain that the students are following the curfew requirements.
3. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended field trip.

All non-employee chaperones/drivers will be cross-checked against the statewide sex offender registry. Additionally, all non-employee chaperones/drivers who will have unsupervised contact with students must obtain a criminal history check by completing a ten (10) finger fingerprint card or scan at the individual's expense. At the discretion of the superintendent, any other non-

employee chaperones/drivers may be required to undergo a criminal history check at the individual's expense.

TRANSPORTATION

District Vehicles

The district school bus is the preferred means for transportation. For smaller groups, such as small clubs and teams, a school van may be the most cost-effective method of providing school transportation. A van with a rated capacity of ten (10) or less (one driver and nine passengers) must be used. (If the van has a capacity greater than ten (10), it is considered a "school bus" and must be designed and equipped as such.) The staff organizer or another school district employee will drive the van. If school buses are not available, a recognized charter bus service may be used.

Non-District Vehicles

The use of non-district vehicles is discouraged. If a field trip requires the use of a non-district vehicle, the following items are required:

1. Volunteer drivers must:
 - a. Be at least twenty-one (21) years old;
 - b. Have a valid driver's license;
 - c. Complete a criminal history check (if driver will have unsupervised contact with students);
 - d. Complete the district Volunteer Driver Checklist form;
 - e. Be aware of chaperone/driver responsibilities (see Volunteer Driver Checklist and Volunteer Field Trip Chaperone Guidelines); and
 - f. Be provided with all relevant field trip information.
2. Vehicle Insurance
Private vehicle drivers must provide proof of vehicle insurance with state required minimum liability limits of \$25,000 per person/\$50,000 per accident and \$15,000 property damage. This information is available on the vehicle's insurance policy and is part of completing the district Volunteer Driver Checklist form.
3. Vehicle Inspection
The volunteer driver must complete the Volunteer Driver Checklist form. The school administrator will ensure that a completed form is on file with the school office on the day of the trip. Children must be properly restrained at all times while riding in the vehicle. Children under 13 years old must be transported in rear seats where it is practical to do so.

4. **Specific Parental Permission**
When students will be transported by adult volunteer drivers in private vehicles, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with a volunteer driver.
5. **Students Driving Themselves and Other Students**
A student's parent/guardian must give specific written permission if a student drives him or herself. Students will not be allowed to drive other students.
6. **Parent Provided Transportation**
Parents/guardians may elect to transport their student to and/or from an extended field trip. If the student is transported via means other than the transportation arranged by the school, the parent/guardian must release the district from any and all liability that may arise as a result of this alternate means of transportation. For certain non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity.

FOOD

Meals, snacks, and/or drinks may be provided by the school, brought from home by the students, cooked at the field trip location, or by stopping at places such as restaurants and grocery stores. Parents/guardians will be notified in advance of how food will be provided on the extended field trip. Special student requirements or allergies must be noted on the Field Trip Consent Form.

HOUSING

Prior to an overnight trip, the field trip organizer will arrange sleeping accommodations for the students and chaperones. Chaperone and room assignments will be gender specific. If a chaperone does not sleep in the same room as the students, a room check will occur every thirty (30) minutes until the students are asleep. Housing information will be provided to parents/guardians, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to the student and parent/guardian.

PARENTAL INFORMATION AND CONSENT

Parents/guardians will be provided with a written extended field trip itinerary and informed about planned field trip activities, including any potential safety risks. Detailed information regarding the proposed trip will be discussed with students and parents/guardians at a pre-trip meeting. Necessary documents requiring signed parent/guardian consent to participate will be distributed and must be returned with appropriate signatures to the school and reviewed by the school administration before the trip. Information sent to the parents/guardians will include:

1. A letter from the school about the field trip.
2. Field trip details and itinerary, including means of transportation, food, and housing arrangements (if applicable).

3. Items a student should and should not bring on the trip, including type of clothing needed.
4. Field trip consent form, including health information, emergency contacts, and permission for emergency treatment.

A single permission form can be used for the same activity occurring several times on a regular basis (such as a choir performing at various locations) if the field trip itinerary lists the details of the different events (locations, dates, times, means of transportation, etc.).

STUDENT RESPONSIBILITIES

Students are expected to be knowledgeable about the rules governing student conduct. Field trips are considered an extension of the classroom and all rules pertaining to a school-sponsored activity must be followed during participation of field trips and extended field trips.

Students and their parent/guardian will read and sign the student code of conduct portion of the Parent/Guardian Field Trip Consent Form prior to being allowed to participate on any extended field trip.

Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.



LEGAL REFERENCE:

Idaho Code Sections

33-512(2) and (16) – Governance of Schools

33-130 – Criminal History Checks for School District Employees or Applicants for Certificates or Individuals Having Contact with Students – Statewide List of Substitute Teachers

ADOPTED: March 25, 1998

AMENDED: March 17, 2015

NOTE: Idaho's state mandated insurance minimums for drivers are \$25,000 per person/\$50,000 per accident and \$15,000 property damage; however, the district should contact its insurance carrier to ensure that the minimum state requirements satisfy its own insurance requirements (if different, adjust the minimum insurance requirements above under "Vehicle Insurance") and that the district has adequate liability insurance to protect the school district, staff, chaperones, and students while participating in extended field trip activities. Additionally, all non-employee chaperones/drivers must be cross-checked against the statewide sex offender registry and all non-employee chaperones/drivers who will have unsupervised contact with students must obtain a criminal history check by completing a ten (10) finger fingerprint card or scan.

**POLICY
TITLE:**

**Extended Field Trips:
Preliminary Approval Form**

**POLICY NO: 577F1
PAGE 1 of 2**

**Wendell Field Trips:
SCHOOL-SPONSORED EXTENDED FIELD TRIP
PRELIMINARY APPROVAL FORM**

This form is to be completed by the extended field trip organizer and must provide enough information so the principal can give preliminary approval for the field trip.

School: _____

Trip organizer(s): _____

Class, club, department, or organization: _____

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

of school days missed: _____

Educational benefit of the trip: _____

Activities planned during the trip:

Related brochures/information attached: Yes _____ No _____

Preliminary trip itinerary attached: Yes _____ No _____

Does field trip involve any risk related activities: Yes _____ No _____

* Remote locations/hiking

* Animals

* Air Travel

* Swimming, boats, or in/around water

* Motorized activities * Other: _____

Estimated # of students: _____

Age level of students: _____

Student/chaperone ration: _____

of chaperones needed: _____

Any special chaperone qualifications required: Yes _____ No _____

If yes, list special chaperone qualifications (e.g., CPR certified):

Means of travel (school bus preferred): _____

How food will be provided: _____

Housing required: Yes _____ No _____

If yes, list type and location: _____

Details of proposed budget and how trip will be financed:

Fundraising required: Yes _____ No: _____ (If yes, attach a fundraising plan.)

**ADMINISTRATIVE APPROVAL
(FOR OFFICE USE ONLY)**

Date Submitted: _____ Organizer’s Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed: _____

Preliminary administrative approval received:

Date Approved: _____ Principal’s Signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent or School Board approval received on: _____

**POLICY TITLE: Extended Field Trips:
Description and Itinerary Form**

**POLICY NO: 577F2
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**Wendell School District #232
EXTENDED FIELD TRIP
DESCRIPTION AND ITINERARY FORM**

Departure Date: _____

Return Date: _____

Departure Time: _____

Return Time: _____

of Students: _____

of Chaperones: _____

Description of activities:

Transportation provided by: _____

Food/drinks/snacks provided by: _____

Where they will eat: _____

Housing: _____

**Wendell School District #232
EXTENDED FIELD TRIP
PARENT/GUARDIAN CONSENT FORM**

This form must be completely filled out, signed by both the parent/guardian and student, and returned to the school before any student will be allowed to participate on any school-sponsored extended field trip.

I hereby give my permission for _____
(Name of Student)
who attends _____
(Name of School)
to participate in an extended field trip to _____
(Destination)
on _____ from _____ to _____
(Date) (Departure Time) (Return Time)
for the purpose of _____

Class/Club/Team: _____

Staff Contact: _____ Phone: _____

Transportation for this activity will be provided by:

- ____ District bus/vehicle
- ____ Other (specify): _____

Food will be provided by/at: _____

I received a detailed itinerary of the trip. ____ Yes ____ No

I received a list of things the student should/should not bring. ____ Yes ____ No

Medical Information

Home Phone: _____ Date of Birth: _____

Address: _____

Parent’s Work Phone: _____ Parent’s Cell Phone: _____

Family Physician: _____ Phone: _____

Does the student have any medical or physical condition or allergies that could interfere with the student’s safety? ____ Yes ____ No

If yes, please describe: _____

Does the student currently take any medication(s)? ____ Yes ____ No

If yes, please list the required medication(s):

Medication schedule:

I authorize a staff member to carry and administer medication(s) to my student. Initial _____

I authorize my student to carry and self-administer medication(s). Initial _____

All medication, including over-the-counter medication, must be in original containers with only enough medicine for the duration of the trip plus two (2) days in case of delays.

Alternate Emergency Contact

In the event of an emergency if I cannot be contacted I wish for the following person to be notified:

Name: _____ Relationship: _____

Phone: _____ Alternate Phone: _____

Informed Consent

This agreement to travel and participate in activities or events sponsored by the _____ School District No. _____ is entirely voluntary on our part. It is also agreed that we will abide by all the rules set down by the school district and the school.

_____ School District No. _____, its school principals, and its teachers desire that students and parents/guardians of students have a thorough understanding of the implications involved in a student's participation in a voluntary activity. For this reason, it is required that each student and his/her parent(s)/guardian(s) read, understand, and sign this agreement prior to the student being allowed to participate in any extended field trips.

1. I, the undersigned, as parent/guardian, give my consent for the student identified herein to participate in activities as a representative of his/her school.
2. I will assume the liability during the entire course of the student's participation in the off-campus activity and will indemnify and hold _____ School District No. _____ harmless for any injury or accident or property loss involving the student.
3. I understand that school officials will complete required accident insurance forms, after which all insurance claims for injuries received while participating in school events, shall be processed by the student's parent(s)/guardian(s) through the company agent handling the student's insurance policy and not through the school officials.
4. I hereby accept financial responsibility for equipment or instruments lost, stolen, or damaged by my child while participating in the extended field trip.
5. I authorize the school to transport and to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or such travel. I also agree that the expenses for such transportation and treatment shall not be borne by the school district or its employees.
6. I accept full responsibility and hereby grant permission for my/our son/daughter to travel on any school related trip by bus or privately owned motor vehicle driven by a licensed driver employed or not employed by the district. This statement remains in effect until the end of this school year unless cancelled by me/us in writing to the school.
7. Some extended field trips may include or have the potential for participation in risk related activities. Risks and dangers may arise from foreseeable and unforeseeable causes. I give permission for my child to participate in these activities when supervised by a chaperone and I will indemnify and hold the district harmless for any accident or

injury; and hereby assume all risks and dangers and all responsibility for any injury, loss, and/or damage that may occur while my child is engaged in risk related activity(ies).

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Student Code of Conduct

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip and that if I violate any school policy during an extended trip I may be disciplined, including, but not limited to, being sent home at my parent/guardian's expense.

Signature of Student

Date

Signature of Parent/Guardian

Date

**Wendell School District #232
EXTENDED FIELD TRIP
VOLUNTEER DRIVER CHECKLIST**

Date: _____ School: _____

Date of Trip: _____

Trip Destination: _____

Purpose of Trip: _____

Driver/Vehicle Information

Name of Driver: _____

Vehicle Year: _____ Make: _____ Model: _____ License #: _____

Max. # of students to be transported in volunteer's vehicle: _____

Please respond to each item with a "Yes" or "No".

YES/NO	
	I am at least 21 years of age.
	I have a valid Idaho driver's license. License #: _____ Expiration Date: _____
	I have had no vehicle moving violations or at-fault accident within the last three years. If you have had any, please list:
	I carry minimum auto liability limits of \$25,000/\$50,000 Bodily Injury and \$15,000 Property Damage. Company: _____ Policy #: _____ Exp. Date: _____
	I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.
	There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all

	My vehicle’s brakes, including the emergency brake, are in good working order.
	My vehicle’s tires have a tread depth of at least 3/32”.
	My vehicle’s brake lights, turn indicators, and headlights are in good working order.
	My vehicle’s windows are clear and provide an unobstructed view for the driver.
	My vehicle has functioning rear view mirrors (center and left side).
	My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
	My vehicle has a rated capacity of ten passengers or less
	If my vehicle has dual airbags, I will not seat children under 12 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge.

Signature of Volunteer Driver

Date

**ADMINISTRATIVE REVIEW
(FOR OFFICE USE ONLY)**

YES/NO	
	The district has cross-checked the volunteer against the statewide sex offender registry
	If the volunteer will have unsupervised student contact, the district has obtained a current criminal history check.
	All students have parental permission to ride with a volunteer driver.
	All “NO” responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee

Date

**Wendell School District #232
EXTENDED FIELD TRIP
VOLUNTEER CHAPERONE GUIDELINES**

Thank You for Your Support!

The district believes that field trips provide a valuable educational experience for students. In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is a paramount concern, Idaho State law requires the district to conduct a criminal record background check of school volunteers with unsupervised access to children. In addition, the district also requires that all volunteer chaperones be at least 21 years old and complete the Volunteer Disclosure Form.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

1. Chaperones are expected to comply with district policies, follow the directions given by the district's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with district policy, during district-sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at school-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you at all times. Go over use of the buddy system with students under your care. Account for all participants regularly

and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students’ needs.

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in extra activities not pre-approved by administrators and parents.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Family members or friends of a chaperone may not participate in a district-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
7. Chaperones that transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all district and state student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
8. Be sure to know what to do in an emergency (e.g., medical emergency, natural emergency, lost child, or serious breach of rule). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

I acknowledge that I have received the copy of the “Extended Field Trip Volunteer Chaperone Guidelines,” have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Signature

Date

Printed Name

Emergency Contact

In the event that I have a personal emergency, please contact:

Printed Name

Relationship

Daytime Phone

Alternative Phone

**Wendell School District #232
EXTENDED FIELD TRIP
VOLUNTEER DISCLOSURE FORM**

To help ensure the safety of Idaho's school children, all volunteers in this school district must complete the following disclosure statement. This information will be used only in determining whether to accept you as a volunteer, and will not be used or disseminated for any other purpose. Further, all volunteers who will or may have unsupervised access to children with this school district must complete a criminal history check through the Idaho State Police.

Note: "Convicted," as used in this document, means found guilty of any misdemeanor, gross misdemeanor, or felony crime in a court of law, including instances in which a plea of guilty or an Alford plea is the basis for the conviction, or any proceedings in which the charge has been deferred from prosecution or the sentence has been deferred or suspended.

1. Have you ever been convicted of any crime against children or other persons?
Yes () No ()
2. Have you ever been convicted of crimes or found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?
Yes () No ()
3. Have you ever been convicted of crimes related to drugs?
Yes () No ()
4. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?
Yes () No ()
5. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor?
Yes () No ()
6. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person?
Yes () No ()

If your answer is YES to any of the above, please describe and provide the case number(s), date(s) of the conviction(s) or finding(s), jurisdiction(s), and the sentence(s) and/or penalty(ies) imposed. If a conviction has been the subject of an expungement, pardon, annulment, or certificate of rehabilitation, please specify. (Use the back of this sheet and attach additional sheets if necessary). INFORMATION PROVIDED: YES () NO () N/A ()

Under penalty of perjury, I certify that the above information is true, correct and complete. I understand that my service to the school district may be terminated for any misrepresentations or omissions in the above statements.

Signature

Date

Printed Name

Address