EDUCATIONAL AND EXTRACURRICULAR FIELD TRIP

PROCEDURAL MANUAL
School Field Trip Procedures
RPS #205

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A. Introductions and Definitions

1. Board Policy

These procedures and guidelines supplement the school district's related policies 6.220 and 6.240 (see also the administrative procedures for the applicable School Board policies). Field trip organizers must refer to and comply with all applicable school district board policies and procedures.

2. Field Trip Definition

A "field trip" occurs when students experience an extension of the classroom curriculum for an educational purpose, either in-house or off-campus. Board Policy states that a field trip is permissible when the experiences are part of the school's curriculum, unit of study and contribute to the District's educational objectives/standards.

A field trip is school-sponsored when school district funds (including activity funds, principal discretionary funds, gate receipts from school district sporting events, etc.) are used to pay for the activity, it is part of the educational process and it is supervised or staffed by school district employees or agents of the school district.

A field trip is privately-sponsored if no school funds are used, the school/district is not named in promotional materials, meetings are not held at school, and the field trip does not occur during school hours.

3. Field Trip Expectations

The following aspects of a field trip should be considered:

- Field trips must be an extension of the curriculum, standards and units of study
- Field trips must be inclusionary for ALL students
- The travel distance for the field trip activity should be balanced by the value of the learning experience for the students and the amount of time in the school day available for the field trip activity
- Field trip requests and all accompanying documentation must be submitted at least four weeks prior to the field trip date (refer to Section C)
- Field trip chaperones must have completed District required background checks
- All field trip approvals (approval request form, funding source approvals, background checks for possible chaperones) are received BEFORE specifics of a trip are scheduled/planned/advertised with students, parents and the host of the trip. If there is a trip(s) in mind, submit approvals as soon as possible. Don't wait to submit for an approval just because the trip might occur later in the year.
- Pre-approval tour requests will not need to be sent to the superintendent or designee for approval. (record in Appendix 5), yet a request must be signed off by the principal and held at the building. Pre-approved tours are listed in
Appendix 6. If the trip is overnight or located out of state, then it needs to be submitted to the superintendent’s designee.

Special Note: During the school year, it is recommended that principals collaborate with staff to develop a list of appropriate field trips for each grade level. The agreed upon list should eliminate duplication of field trips across grade levels, minimize the loss of regular instructional time, and minimize costs for students. Principals report the pre-approved trips by submitting the Pre-approval Tour Submission Report (Appendix 5) to the superintendent’s designee.

4. Students With Special Needs

   a. When serving students with disabilities, it is the responsibility of the special education teachers, grade-level general education teachers, and school administrator to share information about school activities and field trips in order to facilitate timely decisions about student participation. This participation would be based on appropriateness determined by the teacher(s) of record and/or the IEP team.

   b. No student shall be denied access to a field trip or other activity on the basis of disability. No student shall be excluded because of program placement or disability.

   c. Access to a field trip or other activity may be denied based on behavior only if the behavior is not related to the student’s disability. Further, any attempt to deny the student access to the field trip must be consistent with Student Code of Conduct and the standard must be equally applied to all students (e.g., the student is serving a suspension or expulsion on the day of the field trip, etc.).

   d. If an individual teacher plans a field trip for his/her class, special education students attending that class cannot be excluded from the trip.

   e. If a school plans a grade-level field trip (e.g., 4th grade field trip, 3rd grade field trip, etc.), all grade level students (including students in self-contained special education classes and bilingual TBE) must be included in the grade level field trip. A grade-level trip is defined as a field trip where all sections of a particular grade of regular education students are afforded the opportunity to go on field trip. Thus, for example, if all 3rd grade students assigned to regular education classrooms are going to Burpee Museum, then the 3rd grade students in self-contained classrooms must be included in the field trip experience.

   f. If a school plans a school-wide field trip, all students (including students in self-contained classes) must be included the school-wide field trip.

   g. Reasonable accommodations, modifications, or health services must be afforded to a student with a disability, medical (e.g., takes medication), or special needs to help ensure all students equally receive the benefit of the field trip. A student with a disability cannot legally be denied the opportunity to participate in a field trip. As needed, the field trip planner schedules: (1) a trained staff member to address routine procedures that do not require a licensed person to perform; and (2) a wheelchair bus or other necessary accommodations.
h. Building level administrators are responsible for informing assigned staff or
chaperones of the emergency evacuation plan and procedures that are in effect for
any special education student who is participating in the field trip.

5. Legal Considerations

Negligence creates potential liability. Negligence is the failure to use that degree of
reasonable care which is considered to be a reasonable precaution under the given
circumstance. It is the unintentional doing or not doing of something which causes injury
to another.

B. Administrative Approval Process

In the planning of field trips, absences from school should be restricted to the least number of
school days possible. The educational purpose and length of the field trip must be approved by
the principal via the Request for Educational Tour Form (Appendix 7). Approvals will be
required by the superintendent or designee unless the trip is included on the pre-approved tour
list (Appendix 6). If the trip is overnight or located out of state, then it needs to be submitted to
the superintendent’s designee.

Students shall not be denied the privilege of participating in a field trip because of disability or
financial need.

A roster is to be submitted along with the field trip application request to the building principal
that includes the names of all students who are eligible to participate in the field trip regardless
of the student’s decision to participate in the trip.

Provisions may be made, when necessary, to finance the field trip through fund-raising activities
where such fund-raising activities have been approved by the principal. Those students
participating in the fund-raising efforts may receive commensurate credit toward the trip.
Students in self-contained bilingual and/or special education must be afforded equal opportunity
to participate in fund-raising activities for school-wide or grade-level field trips.

1. Request for Educational Tour Approval Form (Appendix 7)

A complete description of an off-campus field trip activity must be submitted to the principal for
approval, at least four weeks prior to the field trip date. The description should include the
following:
- The name of the school
- The name of the lead staff member
- The extension of learning/unit of study the field trip is based upon (clearly defined
  instructional purpose for the trip).
- Detailed information on the activities for student participation
o Departure and return times for the field trip
o A detailed field trip itinerary, if applicable
o The location of the field trip
o Related brochures/pamphlets about the field trip destination, if applicable
o Estimated number of students attending the field trip (student rosters; a list of eligible students by grade level shall be provided at the time a request is submitted for approval.)
o RPS staff attending the field trip
o Chaperones attending the field trip (background checks completed)
o Any special exposures or unusual aspects of the field trip
  • Means of transportation – school bus, coach bus, walk
  • Means for providing food on the field trip (in the case of an all-day trip)
  • Means of housing (in the case of an overnight field trip)
  • Estimated cost per student
  • Funding source for the field trip
  • Provisions for students not attending the field trip (Appendix 12)
  • Student health information and medication requirements from the nurse
  • Any special student needs other than health or nutrition (i.e., accommodations/provisions)

Note: The above information should be forwarded for approval to the superintendent or designee unless the trip is included on the pre-approved tour list (Appendix 6). If the trip is overnight or located out of state, then it needs to be submitted to the superintendent's designee.

Note: Recommended Teacher Checklist (Appendix 1)

Note: Recommended Administrative Checklist (Appendix 2)

C. Description of Field Trip Activities

Description of Field Trip Activities

The Rockford Public Schools recognizes that field trip activities when used for teaching and learning integral to the curriculum and/or units of study are an educationally sound and important ingredient in the instructional program of its individual school sites. All field trip activities should directly relate to and be an extension of the content being taught by the teacher. Students cannot be excluded from a field trip without the knowledge and approval from the superintendent or designee. This includes, but is not limited to, ELL students, students with 504 plans or IEPs (such as and including special education students in self-contained classrooms), and students having issues with behavior.

Two types of field trip activities (i.e., educational experiences) are recognized by the school district: in-house and off-campus field trips.
An *in-house* field trip is arranged by making contact with an educationally-based group who can come into the school and share a presentation with the students. Both local and national touring groups make these types of educational experiences available for students at various age/grade levels. Some local organizations offering in-house field trip activities are Midway Village Museum, Discovery Center, Burpee Museum, Severson Dells, Hoo Haven, bowling and golfing organizations, our local police and fire departments, etc.

An *off-campus* field trip is arranged to transport students from the school premises to a site within or outside of the school district. The students are supervised by RPS staff during the duration of the field trip activity. The travel distance for the field trip activity should be balanced by the value of the learning experience for the students and the amount of time in the school day available for the field trip activity. Off-campus field trip activities allow our students to learn about the educational aspects of our local community, city, or state that are not available for an in-house field trip.

**Activities Not Tied to Units of Study/Extension of Learning**

There are a number of great experiences that could be indirectly related to a course curriculum, but are experiences that students could partake on their own. Such field trips should not be scheduled during the regular school day calendar. Activities not aligned or unrelated to a unit of study/extension of learning/the instructional program OR activities placing the school district at a high risk for liability will not be approved for attendance by students. Such activities are outlined below but not limited to:

- Air or flight activities, such as hot air balloons, hang-gliding, parasailing
- Motorized races and contests, such as go-carts, ATV's, demolition, tractor pulls
- Water sports or water craft, such as canoeing, tubing, jet skis, water parks, pools
- Amusement parks, such as carnival rides, roller coasters, bungee jumping. The **ONLY** exception for amusement parks is Physics Day in middle school.
- Animal activities, such as horseback riding, donkey basketball, handling wild animals
- Athletic trips not approved by the IHSA, such as martial arts, boxing, rugby, snow skiing
- Other activities deemed as high risk, such as bonfires, fireworks, trampolines, firearms
- Recreational, enrichment, incentive field trips, and other trips not directly related to instruction should be scheduled during non-instructional time.

**D. Supervision and Selection of Chaperones**

Only the sponsor, chaperones, support staff (i.e., interpreters for deaf and hard of hearing, paraprofessional assistant, nurse) and students on the field trip roster may participate in a field trip. No other persons may travel with the group or participate in the field trip.
Additional personnel such as a one-to-one paraprofessional, Nurse, Interpreter for the Deaf and Hard of Hearing are not to be counted as chaperones; however, they are responsible for supervising the student to whom they are assigned and must be listed on the chaperone list.

1. Chaperone Guidelines and Responsibilities

GUIDELINES

- Chaperones must complete a Volunteer Application Form in the school office, present photo ID and be cleared through the 3 websites listed below at least four weeks prior to the date of the Field Trip
- Chaperones are required to ride the buses
- Chaperones must be 21 or older
- No one is to accompany chaperones on trips
- Chaperones and their groups must be prompt returning to the buses at the end of the trip
- Chaperones are to dress appropriately for the school trip
- Chaperones are expected to use appropriate language
- Alcoholic beverages, illegal drugs, and tobacco are not to be possessed, consumed, or provided to students
- Chaperones may not purchase items for or lend money to students
- Chaperones shall not provide any prescription or over the counter medications to students

RESPONSIBILITIES

All adults attending a field trip must be part of the chaperone list and take on chaperone responsibilities.

Chaperones are responsible for:
- Supervising ALL of the children in their assigned group.
- Staying with the group assigned at all times
- Riding the school bus or the transportation provided by the school
- Following the field trip procedures as outlined by the certified staff member in charge.
- Treating all children for whom you are responsible fairly and respectfully
- Reporting any accidents or problems to the lead staff member immediately
- Carrying a cell phone (or being in a group with a chaperone who has a cell phone) and exchanging cell phone numbers with the lead staff member
  - If a chaperone does not have a cell phone, the chaperone must remain with a group that has a cell phone
- Informing the certified staff member in charge of any condition that may affect his/her ability to perform their assigned duties prior to departure
- Additional children/siblings cannot accompany chaperones on a field trip.
- Family members may not accompany the field trip unless designated as chaperones.
2. Background Checks of Chaperones

All chaperones must complete a Volunteer Registration Form each year. Chaperone status will be contingent upon successful clearance of a check by the School Administrator against the following websites:

- Illinois Sex Offender Registry (http://www.isp.state.il.us/sor/)
- National Sex Offender Registry (http://www.nsopw.gov/)
- Illinois Violent Offenders Against Youth Database (http://www.isp.state.il.us/cmvo/)
  - Optional: Illinois Missing Sex Offender (https://www.isp.state.il.us/missingor/missingor.cfm)

3. Student to Chaperone Ratio

The student to chaperone ratio is as follows:

- Pre-K - 3rd: 1:8
- 4th - 6th: 1:10
- 7th - 8th: 1:12
- 9th - 12th: 1:15

E. Transportation

- As most field trips are off campus, transportation is usually needed.
- Field trips that require transportation must be approved at least four weeks prior to the scheduled trip.
- If transportation is required, students may be charged for such transportation.


Listed below are options for transportation and the recommended procedures to follow:

1. Bus

   If students must be transported by bus as part of a field trip activity, the bus transportation must be obtained and coordinated through the District’s Transportation Department. School-sponsored trips involving students being transported by a bus must be with a carrier certified by the Bureau of Motor Carrier Safety and must comply with Illinois law and Board policies.

   a. District School Bus – Recommended

      This is the preferred means of transportation. It is the safest means of transportation, it is the easiest way to supervise students, and school bus drivers are trained school employees. Teachers should submit the Request for Transportation Form to the Building Principal at least four weeks in advance for approval.
b. **Septran Bus**  
Needed in the event that special accommodations may be necessary to transport Students (e.g., chair lift or required as part of an IEP).

c. **Charter Bus**  
If school buses are not available or in the rare occasion that a charter bus is more suitable for the extended activity, the charter bus must be arranged through the District’s Transportation Department. The Transportation Department will be responsible for ensuring the charter bus and driver meets the School Code requirements and will be responsible for obtaining the required certificate of insurance, naming the school district as an additional insured on the bus company’s liability insurance.

4. **Walking**  
Determine the safest route to/from school. When determining the safest route consider the time of day, lighting, sidewalks, intersections, traffic, neighborhood and other factors that could affect student safety. Increased supervision may need to be provided to ensure that all students are visible to an adult supervisor. **Permission slips must be completed for walking field trips.**

5. **Private Vehicle – Discouraged**  
A parent/guardian may elect to transport their own child to and/or from the field trip location. However, the parent must sign the student in and/or out with the staff member in charge of the trip just as they would do if the student arrived late to school or left early from school. A parent/guardian is not permitted to transport any student other than his/her own child. The parent will not be considered a chaperone for the trip.

6. **Air, Rail, or Water Transportation**  
Commercial airlines, sometimes used by students at the secondary level, any air travel must be approved by the Superintendent and the Board of Education. School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

**F. Providing Food on Field Trips**

Be sure to specify how food and drink will be provided in the Field Trip Description with Itinerary and/or Field Trip Parental Consent and Release Form.
1. **Free and reduced requirements**
Any student who qualifies for free or reduced lunch has the option of receiving a school provided lunch for field trips. This information must be communicated to parents/guardians. In an event that a field trip leaves before serving time for breakfast, students must be given an option of receiving a school provided breakfast. In this event, arrangements must be made with food service within the timelines stated above.

2. ** Provision of Meals**

If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:

   **A. Provided by the school and taken on the trip**
   Make arrangements in conjunction with food services. Food service needs to be notified at least two weeks in advance of a field trip. This notification is for food preparation for the trip and also accurate counts for lunches served at school. Safely store food and drink during transport. Arrangements need to be made with the school nurse for a list of students who have any dietary restrictions. This list of students needs to be brought on the field trip and remains with the lead staff member.

   **B. Brought from home by the students**
   For day trips, students may bring their own lunches. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.

   **C. Provided by the facility the group is visiting or cooked by the group at the facility**
   Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements.

   **D. Provided by stopping at restaurants**
   If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Be certain to include this on the itinerary. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

G. **Overnight field trips – Housing**

1. **Arrangements**
Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender specific, and roommates are close in age.

2. **Supervision/Chaperones**
Special consideration should be given to the number of chaperones on an overnight trip.
Additional chaperones may be needed. Additionally chaperones for an overnight field trip need to go through the fingerprinting process through the district. This process can take upwards of 4 weeks to complete. This is in addition to the other steps necessary to check chaperones listed in Section D. Ensure students have supervision at all times while on a school sponsored field trip.

Chaperones should discuss how students will be supervised in their assigned rooms (e.g., checking the rooms every 30 minutes until the students are asleep). Notwithstanding, no staff member, chaperone, or other adult is permitted to be alone with a student or students in a hotel/motel room with the door closed unless the staff member, chaperone or adult is the student’s parent or legal guardian.

H. Parental information and Consent

1. Inform parents/guardians
   a. The school will inform parents/guardians in writing regarding planned field trip, hazards and risk involved. (See field trip Appendix 3)
   b. Provide information for parent to contact with questions regarding trip.
   c. Ensure documents are received by the parent/guardian and returned to school completed and signed.

2. Permission and emergency form must be signed, returned and reviewed by school personnel prior to the trip.

3. Information sent home must include at a minimum the following information:
   a. A letter from the school regarding details for the field trip
   b. Field trip itinerary and details, listing means of transportation and housing (if applicable).
   c. Things for the student to bring as well as what NOT to bring on the trip.
   d. Type of clothing needed for trip.
   e. Field trip permission slip (consent form)
   f. Health information/emergency information/emergency contact name and numbers

4. A single permission slip can be used for the same activity reoccurring throughout the year (choir/band performance, community service projects, etc.) if the dates and times if the itinerary of the details (dates, times, means of transportation) are listed on the permission slip.

I. Medical Information

A. Insurance

For all field trips, the District will require that a parent or legal guardian completely fill out the Field Trip Parental Consent and Release Form for Field Trip/Out of Town Events which
requests medical insurance information and gives permission to District personnel to seek medical emergency treatment for their child. The District shall require each parent or legal guardian to execute a Field Trip Parental Consent and Release Form regardless of whether the parent or legal guardian provides evidence of medical insurance for his/her child.

B. School Nurse Responsibilities

The school nurse shall:

- Plan with the lead staff member what to do in case of an accident or illness.
- Identify students with medical issues to certified staff only.
- Prepare all necessary medication, equipment and an emergency first aid kit to the lead staff member.
- Provide training to the school staff regarding medication administration for students who are participating in the field trip.
- Provide training to school staff regarding any health care procedures to be performed and review emergency procedures.
- Determine competence of school staff members to carry out medication administration and health care procedures.

C. Procedures to Follow in the Event a Student Becomes Seriously Ill or Injured

d. The school will insure the Field Trip and Parental Release Form is complete prior to any student participating in the field trip.

e. A copy of each student’s Field Trip and Parental Release Form is to be in the possession of the staff member in charge for all trips that are not completed prior to the end of the regular school day.

f. If it becomes necessary to take a student to the hospital for emergency treatment:

- Call 911 and then contact the building administrator. The school will contact the parent/guardian and give all necessary information. Ensure the name, location, and telephone of the medical facility receiving the injured student is communicated to the parent/guardian. An adult member assisting with the field trip will remain at the medical facility with the student until a parent or guardian arrives.

- If the student illness or injury occurs after the close of the regular school day or on a non-school day, get the student’s medical information using the procedure noted above. Using the student's Field Trip and Parental Release Form, contact the parent/guardian and provide all necessary information. Attempt to contact the principal and provide all facts. An adult member assisting with the field trip will remain at the medical facility with the student until a parent or guardian arrives.

- The staff member in charge, as well as any other adult witnesses, must complete an accident report as soon as possible after the incident. Older students may also be asked to complete an accident form.
J. Foreign Field Trips

Field trips to foreign countries are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction and/or field trip/excursion experiences within the United States of America. All field trips involving foreign travel require the approval of the principal, the superintendent or his or her designee, and the Board of Education.

The following criteria must be met for all foreign trips:

1. All out-of-country trip requests shall include clearly defined statements related to the educational purposes and expected benefits of said trip. In addition to the purpose, rationale, and itinerary, out-of-country trip proposals should outline the involvement of commercial agents, their obligations, and any agreements to be entered into; arrangements for food and lodging; transportation; supervision; costs; schedule of group meetings/rehearsals and method of evaluation. Each trip should be evaluated by involved students, school employees and the building principal.

2. All out-of-country trips should be planned to avoid conflict with the regular school calendar; with no trips being taken during final examinations.

3. Each student participating in a foreign trip will have on file a written statement from the student's parent and/or guardian giving permission for the student to participate on the trip, and that the parent agrees that the child will follow all rules, regulations and instructions given by the sponsors and chaperones. In addition, the parent will sign a document indicating they are aware of the consequences of their student's inappropriate actions, and of the actions that will be taken should rule infractions occur.

4. Before departure, the following written materials shall be submitted to the Superintendent of Schools by the trip sponsor through the principal: A complete list of students participating in a given trip. This list shall include addresses, telephone numbers, parents' names, and certificates of health insurance with coverage. (Specify, for foreign trips, Health coverage services for the countries being visited and specific required immunizations.)

5. Parents and students are to be involved informally, at the time deemed appropriate by the principal, to determine parental support for this type of educational experience. Formal planning with parents and students shall not occur until the trip request has been officially approved by the Rockford District School Board.

K. Financial Guidelines

1. All money collected from students and/or revenue generated from student club activities will be submitted to the school finance technician to fund school-sponsored field trips accounted for through the school's activity fund.

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2. Members of school-allied organizations (e.g., booster clubs, PTOs, etc.) may not independently collect and deposit money from students in their organization's checking account to subsequently pay for a school-sponsored field trip.

3. School-allied organizations are welcomed to make monetary donations to the school, accompanied by a donation letter specifying the intent to fund entirely or partially subsidize the cost of an approved school-sponsored student field trips; however,
   - All field trip arrangements (i.e., transportation, admission, lodging, etc.) and respective payments for school-sponsored student field trips must be made by the school in accordance with all applicable School Board policies and procedures.
   - School-allied organizations may not independently make travel arrangements or respective payments to vendors for school-sponsored field trips.

4. The amount collected from students for a field trip must only include actual expenses for the trip (i.e., admission fees, transportation, lodging, when applicable), including a provision to cover the expenses of chaperones accompanying the students. The amount may be rounded to the nearest dollar, thus preventing excessive balances to accumulate as a result of extra charges imposed on students for field trips.

5. The number of chaperones for whom expenses may be paid from student funds collected shall be limited to the teacher/chaperone-to-student ratio established by district guidelines. Students shall not be denied the privilege of participating in a field trip or school activity because of financial need.

6. The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms.

7. A Field Trip Reconciliation Form must be completed and submitted to the school Finance Technician/Office Professional by the lead staff member at the conclusion of each field trip (Appendix 10).

Administrative Committee Members:
Diana Alt, Executive Director of Learning
Stephen Francisco, Executive Principal
Joyann Kirshbaum, Executive Principal
Ray Owens, Executive Principal
Christina Smith, Executive Principal
Matt Zediker, Executive Principal

Reviewed by: Legal Department and District's Leadership Team.

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9-1-15
Teacher Recommended Educational Field Trip Checklist

☐ Ask secretary for your field trip folder that will have all information for you to complete
☐ Complete Request for Field Trip Approval Form
☐ Create a trip itinerary and attach it to the Request Form
☐ List the ILS Standards that relate to your trip on your Request Form
☐ Complete a Transportation Request Form
☐ Complete the Cost of Field Trip Form (visit secretary for her signature)
☐ Make sure your request forms have been approved with the appropriate signatures
☐ Determine a list of student participants
☐ Ask Principal for a Parent Permission Slip to send home
  ☐ Standard Parental Consent Form (or)
  ☐ Educational Tour Permit
☐ Visit the Lunch Manager/Coordinator to plan for lunches (two weeks before trip)
☐ Visit the School Nurse to plan for student medication, student medical information and first aid kit/information for the trip
☐ Collect CASH ONLY for the trip
☐ Establish chaperone requirements
  ☐ Determine required chaperone-to-student ratios (Pre-K to 3rd = 1:8; 4th - 5th = 1:10)
  ☐ Identify chaperones and check Sex Offender Registry
  ☐ Assign each chaperone to a specific group of students
  ☐ Inform chaperones of all related policies and procedures
☐ Establish Informational Packets
  ☐ Student data: all information included on the parental consent form (ie. Name, home phone, emergency phone, Health Care Provider/physician, special medication information, assigned chaperone)
☐ Office phone numbers for Welsh School, Transportation Department, General Director
☐ Procedure for verifying that all students are present throughout the day
☐ Transportation Department Emergency Procedures
☐ Read the Board of Education Policies on Field Trips
☐ Copy of Request For Field Trip Approval Form
☐ Specific emergency procedures
  ☐ Transportation
  ☐ Medical
  ☐ Disciplinary Plan for Issues
  ☐ Parental notification
  ☐ School/Site notification
  ☐ Other (site-specific emergency procedures)
☐ Field trip Informational Packet distribution
☐ Staff Member in Charge *
☐ Driver
☐ School site

☐ Meet with the Principal to review this checklist and the above information (48 hours before trip)

☐ Turn in your field trip folder to the secretary with your deposit envelop (money that you collected for deposit). Be sure your amount for deposit matches the Cost of Field Trip Form that the secretary signed. **If your information is inaccurate or money is unaccounted for, you may have to cancel your trip.**


Teacher in Charge (Signature) Date

Principal (Signature) Date

*** Do not remove cash (from you deposit envelope) to pay for admission to the institution that you are visiting. You must go to the secretary for a check or cash the day before or day of the trip.

*** Field trip money must be turned into office everyday after school. Do not lock it in your rooms or take it home!
Rockford Public Schools

Educational Field Trip Check List

☐ Request for Educational Field Trip approved with appropriate signatures

☐ Trip itinerary completed including emergency procedures and contacts

☐ Transportation request submitted

☐ Food Services has been notified if change in lunch plans or sack lunches needed
  (2 week notice for sack lunch)

☐ Nurse notified of trip and necessary medication received

☐ Parental permission forms returned

☐ Review behavioral expectations with students for bus and during trip

☐ Chaperones

☐ Determine required number of chaperones to student ratio
  (pre-k to 3rd 1:8 / 4th-6th 1:10 / 7th-8th 1:12 / 9th-12th 1:15)

☐ Identify chaperones and assign each chaperone a group of students

☐ Inform chaperones of all related policies and procedures

☐ Informational packet (that teacher takes on trip) should include:

☐ Student permission forms with phone contact and health provider

☐ Assigned chaperone to specific groups of students

☐ Trip itinerary including emergency plan

Prior to leaving on the trip, the above check list needs to be completed as well as:

☐ Attendance turned into the office

☐ Alternative plan for students not participating in trip turned into the office

☐ Cell phone number (if available) given to office

☐ Copy of trip itinerary given to office

Principals are required to meet with all staff and chaperones regarding proper educational
trip procedures. Documentation that staff has received said procedures is to be
maintained at site. Failure to comply with the requirements of this Educational Trip
Checklist and related Board of Education Policies/Procedures (Policy 701.06/701.07) will
result in disciplinary action.

Teacher in charge

Date

Principal

Date
Rockford Public Schools
Educational Field Trip Check List

☐ Request for Educational Field Trip approved with appropriate signatures
☐ Trip itinerary completed including emergency procedures and contacts
☐ Transportation request submitted
☐ Food Services has been notified if change in lunch plans or sack lunches needed
   (2 week notice for sack lunch)
☐ Nurse notified of trip and necessary medication received
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☐ Review behavioral expectations with students for bus and during trip
☐ Chaperones
☐ Determine required number of chaperones to student ratio
   (pre-k to 3rd 1:8 / 4th - 6th 1:10 / 7th-8th 1:12 / 9th-12th 1:15)
☐ Inform chaperones of all related policies and procedures
☐ Informational packet (that teacher takes on trip) should include:
   □ Student permission forms with phone contact and health provider
☐ Assigned chaperone to specific groups of students
   Home and office phone numbers for: staff member in charge, transportation department, principal
   and Chief Instructional Officer
☐ Trip itinerary including emergency plan

Prior to leaving on the trip, the above check list needs to be completed as well as:

☐ Attendance turned into the office
☐ Alternative plan for students not participating in trip turned into the office
☐ Cell phone number (if available) given to office
☐ Copy of trip itinerary given to office

Principals are required to meet with all staff and chaperones regarding proper educational
trip procedures. Documentation that staff has received said procedures is to be
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Checklist and related Board of Education Policies/Procedures (Policy 701.06/701.07) will
result in disciplinary action.

__________________________  ________________________
Teacher in charge            Date

__________________________  ________________________
Principal                   Date
**Elementary Pre-Approved Field Trips**

Students will have the opportunity to experience community resources in Rockford and surrounding areas.

<table>
<thead>
<tr>
<th>TRIP</th>
<th>RELEVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keeling-Puri Peace Plaza</td>
<td>International Day of Peace (September 21st)</td>
</tr>
<tr>
<td>Local Apple Orchard(s)/Organic Farm(s)</td>
<td>Natural Resources- Science</td>
</tr>
<tr>
<td>Local District School Visits</td>
<td>Transitions</td>
</tr>
<tr>
<td>Local Nursing Home/Hospital Visits (w/in district)</td>
<td>Fine Arts and Outreach Partnerships</td>
</tr>
<tr>
<td>Local Government Offices/Buildings (w/in district)</td>
<td>Career/College Readiness</td>
</tr>
<tr>
<td>Local Historic Museums and Sites (w/in district)</td>
<td>History, Social Science</td>
</tr>
<tr>
<td>College/University Visits</td>
<td>Career/College Readiness</td>
</tr>
<tr>
<td>Camp Grant/Command Post Restaurant</td>
<td>History of Rockford</td>
</tr>
<tr>
<td>Burpee Museum</td>
<td>History, Social Science</td>
</tr>
<tr>
<td>Discovery Center</td>
<td>Science Social Science</td>
</tr>
<tr>
<td>Klehm Arboretum</td>
<td>Natural Resources, Science</td>
</tr>
<tr>
<td>Nicholas Conservatory</td>
<td>Rockford Park District-Natural Resources</td>
</tr>
<tr>
<td>Rockford Art Museum</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Anderson Gardens</td>
<td>Natural Resources, Science, Social Science</td>
</tr>
<tr>
<td>Severson Dells</td>
<td>Natural Resources, Science</td>
</tr>
<tr>
<td>Rockford Trolley- Architectural Tour of Rockford</td>
<td>Illinois and Rockford History</td>
</tr>
<tr>
<td>Camp Winnebago</td>
<td>YMCA- Natural Resources, Science</td>
</tr>
<tr>
<td>Coronado Theater sponsored events</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Memorial Hall</td>
<td>Rockford History and Government</td>
</tr>
<tr>
<td>Midway Village</td>
<td>History of Rockford</td>
</tr>
<tr>
<td>Rockford Public Library</td>
<td>Literacy</td>
</tr>
<tr>
<td>Rockford Youth Symphony</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Tinker Swiss Cottage</td>
<td>History, Rockford History</td>
</tr>
<tr>
<td>Macktown Living History</td>
<td>Illinois and Local History, Social Science</td>
</tr>
<tr>
<td>Atwood Recreation and Education Program</td>
<td><strong>Day Program</strong> Natural Resources, Science, Social/Emotional</td>
</tr>
</tbody>
</table>

**NOTES:**

- Please ensure teachers/staff have followed the trip approval process with principals.
  - All approval forms, permission slips, chaperone lists, student rosters and checklists are to be housed in the school office for the duration of the year.
- A pre-approval submission report is due to the superintendent’s designee every trimester.
- Recommendation: Only 2 field trips per semester per classroom.
- All field trip records are expected to be stored/kept for at least five school years after the student leaves and/or withdraws from the district.
School
Today’s Date

The following information is due to the principal and field trip approval designee no later than four weeks before the trip and PRIOR to any communication or planning of the trip.

<table>
<thead>
<tr>
<th>Trip Date</th>
<th>Person in charge</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>City/State</td>
<td>Number of students</td>
</tr>
<tr>
<td>Departure Time</td>
<td>Return Time</td>
<td>Approx. Mileage</td>
</tr>
<tr>
<td>Cost per student</td>
<td>Cost per adult</td>
<td></td>
</tr>
</tbody>
</table>

**CURRICULUM/INSTRUCTION**

Policy requires that educational tours relate directly to the curriculum/units of study or to the special areas of study in the case of alternative schools. This educational tour is aligned to the mission and vision of the school and/or District (i.e., CC/CCR Standards). Please identify the relationship of curriculum standards and/or specific units of study to the intended outcomes of the field trip/educational tour.

Standard(s)/Unit of Study:

**ITINERARY**

Provide a brief itinerary:

**TRANSPORTATION**

☐ Bus Company

☐ Other

Please attach bus request (Rockford Bus or Charter).

**PERMISSION/APPROVAL**

Tour procedures have been reviewed with staff member in charge. All parental permission forms have been properly signed and secured before the trip. Original permission forms will remain on file at school.

<table>
<thead>
<tr>
<th>For Principal Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ In District</td>
</tr>
<tr>
<td>☐ Beyond 50 Miles</td>
</tr>
<tr>
<td>☐ Overnight/Out of State students/classes</td>
</tr>
<tr>
<td>☐ Grade Level Trip</td>
</tr>
<tr>
<td>☐ School-wide Trip</td>
</tr>
<tr>
<td>☐ Inclusion of SPED and/or Bilingual</td>
</tr>
</tbody>
</table>

Approved – Principal Date

Approved – Designated Supervisor Date

(For Overnight/Out of State)

<table>
<thead>
<tr>
<th>Chaperone Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K – 3rd</td>
</tr>
<tr>
<td>4th – 6th</td>
</tr>
<tr>
<td>7th – 8th</td>
</tr>
<tr>
<td>9th – 12th</td>
</tr>
</tbody>
</table>

The principal’s signature indicates that:
- All chaperones attending the requested trip were verified not to be listed/registered as a sex offender.
- The appropriate chaperone-student ratio was implemented.

Approved - Superintendent Date

The principal’s signature indicates that the roster of students invited to attend the trip has been reviewed and approved.

Instructional Council/RIA Approved 092414