

TRIP GUIDELINES

1. Trips should be educational, related to specific units of study taught before the trip, and based on the state grade-level curriculum and objectives.
2. Trips should be appropriate for the age/grade level. Principals should coordinate trips to prevent duplication of trips across grade levels.
3. At least 75% of the students in the class must participate in the field trip that occurs during a school day.
4. It may be necessary for teacher/s to remain at school to provide meaningful activities for students not taking the trip. **Example:** If there are 100 students in the class, and 20 students do not go on the trip, one teacher must remain at the school and provide meaningful instruction for them.
5. At a minimum, the number of chaperones on school day field trips must be provided at the state mandated pupil/teacher ratio per grade level.
6. At least one teacher must be on each bus.
7. Each school will reimburse the system for mileage and bus driver pay to cover the transportation cost of the trip.
8. If departure and return for weekend overnight trips is outside of regular school hours, the field trip will not count as one of the four allowed field trips.
9. The form for parental permission must include the following: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expenses involved, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the parent signs the form. The teacher **must** have in his/her possession a signed parental permission form for **each** student participating in an off-campus field trip. The principal shall ensure that these forms are kept on file for the remainder of the school year.
10. Overnight educational trips and chaperones, at least one of which must be a Greene County School employee, require advance approval by the principal, the supervisor, the director of schools, and the Board. A list of chaperones must be attached to the field trip request form. At least one female and one male chaperone must attend all coed trips, and a ratio of one chaperone for every 15 students must be observed. School personnel accompanying the students are accountable for student conduct while on the trip.

11. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up assignments missed because of a trip or activity.

12. The teacher must report all serious accidents to the principal immediately upon returning to school. Accidents involving personal injury must be reported immediately to the principal and/or the director of schools. The teacher or other members of the school staff shall deal with an emergency promptly by taking appropriate action, including sending the student(s) to the hospital or summoning medical aid and/or an ambulance. In cases where it is necessary to send the student(s) to the hospital, reasonable effort must be made to notify the parents and the school system.