

FIELD TRIP PROCEDURES

The following guidelines for District approved field trips are to assure consistency in procedure, provide risk management for all staff members of the Laconia School District, and assure safety of students:

1. The REQUEST FOR FIELD TRIP must be completed and submitted to the appropriate building administrator and Superintendent for approval at least five (5) DAYS PRIOR TO THE EVENT
2. Overnight and out-of-state field trips must be submitted at least (30) days in advance of the event and must be approved by the School Board.
3. FIELD TRIP PERMISSION SLIPS, which outline the conditions of the trip, must be signed by the parent or guardian. Permission slips will include details of the proposed schedule, itinerary, costs, persons responsible, and a medical release.
4. Students must demonstrate proof of medical insurance prior to overnight field trips.
5. Copies of all Permission Slips must be on file in the appropriate administrative offices before students leave for the trip.
6. Copies of completed Permission Slips must be given to each chaperone.
7. Parents and guardians who agree to be a chaperone shall not bring siblings.
8. In the event that transportation is provided by the Laconia School District to and from the event students are not to drive themselves to and from field trip destination. Parents or guardians that are chaperoning the field trip may request to drive only their child.
9. Students who require prescription medication must obtain a note from the parent stating what the prescription is, when to administer, and granting permission for the school to administer. Students who are 18 years and older may provide a note themselves without parental permission if they choose to do so. All medications are to be given to the chaperone-in-charge in the original container for administration to the student.

10. Policy EID, Insurance and Other Related Requirements for Transporting Students, must be adhered to in cases where private autos are used to transport students.
11. Students on field trips are not to be allowed in bars, dance clubs, tattoo parlors or piercing studios.
12. Field trips are school related activities as such all school rules are applicable.
13. Administrator's approval and a signed parental permission slip are required for walking field trips.
14. For all International field trips there must be a minimum of 10 Laconia students participating in order for the trip to happen.
15. When scheduling International field trips teachers will do their best to minimize the days out of the classroom and connect the field trip to a school vacation.
16. The number of chaperones for field trips is as follows:

Overnight: 1 adult to 5 students (1:5)

Day trips: 1 adult to 10 students (1:10)

For all overnight field trips there needs to be a gender balance of chaperones compared to students, (e.g. if there are 7 female and 7 male students attending the overnight field trip at least one of the chaperones needs to be female and at least one of the chaperones needs to be male).

Adopted: December 1, 1998

Revised: March 15, 2016