



### **Elementary Field Trip Policy**

#### **Purpose:**

Field trips are offered to provide an off campus educational experience relevant to curricular study. While some activities may be recreational, the itinerary should reflect an educational focus. Trips should be grade level and age appropriate.

As our student population grows, so does our need for safety measures and protocols. In order to continue to offer rich educational experiences for our students, we must provide parameters designed to keep every student protected. Some of these include:

- Making sure all supervising adults are background checked
- Limiting participation to current students/staff and chaperones
- Prohibiting unapproved family members/friend of family from attending as part of the school group

#### **Requirements for Teachers:**

- Complete field trip approval form
- Reserve transportation
- Secure chaperones and submit names for background check
- Make sure event is on school calendar
- Signed permission form for each student at least 24 hours before scheduled event
- Provide copy of trip details, itinerary, chaperones to office

#### **Transportation:**

- Request transportation (via email) as early as possible
- Buses/vans are issued first come/first served. The calendar fills quickly.
- Students should ride to destination on school transportation.
- Students who ride home with parent/chaperone should be signed out from his/her teacher before leaving

#### **Chaperones/Supervisors:**

- Students on trips should be always supervised by staff or chaperone

- **Only students/staff/chaperones who have been approved should attend the trip and participate in the group activities.**
- **Chaperones should not bring other children or additional adults on trip**
- **Chaperone to student ratio may vary by event, but as a rule of thumb, there should be one chaperone for 5-8 students.**
- **Administration will help determine ratio for events as needed**
- **At least one adult on trip should be CPR certified**
- **All volunteer chaperones must be:**
  - **At least 21 years of age**
  - **Completed background check**
  - **Physically able to supervise**
- **All chaperones/supervisors should be provided a copy of Chaperone Guidelines (see next page)**



## **HCS ELEMENTARY CHAPERONE GUIDELINES**

### **Volunteer Chaperones and Staff:**

**Thank you for your willingness to assist with our educational experience! Our primary concern during any trip is the safety and security of each student. To continue to offer these experiences in a manner that provides as much protection as possible, we have implemented new procedures. We ask that you adhere to the following guidelines so that this experience is enjoyable for everyone involved.**

#### **Appropriate Dress:**

- **As a chaperone, you are considered an extension of the HCS staff. Please dress in a manner that is appropriate for the location/event, but in line with our expectations for modest attire.**
- **Please avoid attire with inappropriate advertisement, language, insinuation or provocative display. Hilltop spirit wear is always a great choice!**

#### **Appropriate Behavior:**

- **You may need to give verbal instruction, redirection or corrective instructions to students assigned to your care. Any disciplinary measure beyond calm verbal redirection should be referred to staff.**
- **During entire duration of trip, please refrain from activities that violate HCS code of ethics, including use of tobacco products, vaping, or other controlled substances, and the use of language that is profane or obscene.**

#### **Appropriate Presence:**

- **Remain with your group at all times. If you have an emergency, notify another adult near you.**
- **Attempt to schedule restroom breaks so that all students in your group go at the same time, so that students do not need to leave the group. Pair students who have restroom emergencies if you must, but do not send students alone.**
- **If you must return from trip early, please make sure your group has been covered by trip leaders.**

**Requirements:**

- **At least 21 years of age**
- **Have a background check on file at HCS**
- **Be physically able to supervise groups of students in a variety of settings**
- **Be approved/recommended by teacher and/or HCS administration**

**Safety and Security:**

- **Our goal is to provide adequate supervision for students who participate in off campus events**
- **We make every effort to ensure that the adults tasked with supervising students are vetted thoroughly**
- **To keep the learning environment as safe as possible, we ask that chaperones be solely focused on the group to which they have been assigned. For this, reason, siblings/personal guests are not permitted to attend.**
- **Individuals who may be present at the site of the trip, but are not approved chaperones, may not participate as part of the school group.**
- **Students should always stay with assigned group, unless a signed release form has been given to his/her teacher.**