

FIELD TRIPS AND EXTRACURRICULAR TRAVEL

(Responsibilities of Activity Sponsors)

It shall be the principal's obligation to instruct all sponsors as to their responsibilities.

Athletic teams and other extracurricular groups: A twenty-four to one (24:1) ratio of students to coach/sponsor shall be the minimum standard. This will ensure a minimum of two (2) coaches/sponsors per full bus. If extra seats are available, it is encouraged to allow extra coaches/sponsors to travel with the team/group. At least one (1) of the coaches/sponsors must be a certificated employee.

Rooter buses: For supervision of students, a minimum of three (3) sponsors shall be required. Two (2) of the three (3) sponsors must be certificated staff members.

Field trips in town: It is assumed that the classroom teacher can sponsor a class for an in-town field trip. If they are involved in something of greater risk, more adults/sponsors shall be utilized.

Overnight trips: Groups who are coached/sponsored by a member of the opposite sex will be accompanied by a member of each sex on an overnight trip.

Out-of-town supervision: On all out-of-town trips, coaches/sponsors need to be strategically located in the bus to supervise their students, and a minimum of one (1) coach/sponsor must be seated in the back of the bus.

The sponsor shall *remain with and supervise the students* assigned to him. If the sponsor is absent, a designated adult shall supervise the group.

A sponsor shall *refrain from drinking any alcoholic beverage* while sponsoring a student function.

Curfews shall be established by the sponsor before an overnight trip. A room check shall be made each night.

Vandalism and stealing: Facilities used at each function shall be checked, both at home and away. This check shall be made by the sponsor before and immediately after the function.

All places of lodging and dining shall be checked by the sponsor for *vandalism and theft* before departing from such premises.

Transportation vehicles shall be closely supervised with respect to student conduct and to prevent damage and littering.

All field trips must have the *approval of the building principal*.

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Trip reports: Any violation of these regulations shall be reported in writing to the principal on the first school day following the trip or event.

The principal, assistant principal, or other District administrator shall be notified immediately by telephone of all *behavior violations, medical emergencies, or serious problems on a trip*. The building administration shall notify the parent(s)/guardian(s) of violations, emergencies, or serious problems as soon as possible.

Out-of-town incidents: On all out-of-town activities, all parties involved in an incident shall be held and not released until a preliminary understanding of the incident is reached and appropriate administrators have been notified.

Should an incident occur during an out-of-town activity, the following shall occur immediately upon return: a *preliminary meeting* or contact involving the parent(s)/guardian(s) of all involved students will be accomplished by a building administrator before students are released to their parents.

Forms for emergency care shall be taken on all out-of-town trips.

Sportsmanship: Sponsors shall show leadership in the area of sportsmanship.

Proper procedures shall be followed in *complaints about officials*.

Mixed groups: Mixed groups on overnight school trips shall be supervised by male and female sponsors.

Nonschool persons, if used as sponsors, shall have these rules made available to them by the principal, and they shall be instructed directly by principals as to their responsibilities as sponsors.

A sign-off sheet *where coach/sponsor and principal/sponsor sign agreeing to meet the sponsor responsibilities* shall be signed each year and put into the coaches'/sponsors' file.

A packet with policies and procedures shall be given to all *non-District employees who act as chaperones* on any given out-of-town trip so that they may be familiar with the District policies and procedures.

A laminated card with all *emergency phone numbers* shall be given to all bus drivers and coaches/sponsors.

Only individuals authorized by the Superintendent may be transported in a District vehicle. District vehicles shall be used for official school business only. Drivers and passengers shall adhere to all state laws while using District vehicles.

Buses and other vehicles will be left clean after each use.

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The coach/sponsor in charge of any trip will meet with the scheduled bus driver before the bus is loaded. The purpose of the meeting will be to verify destination, time schedule, stops and student rules, and the location of safety and emergency equipment on the bus. Coaches/sponsors will make no exceptions in the enforcement of rules set up; that all reasonable means of supervision be employed and all reports of rule violations be rigorously, fairly, and impartially investigated.

Adopted: date of manual adoption