

guidelines

**OFFICE OF THE SUPERINTENDENT
SCHOOL DISTRICT OF MARSHFIELD**

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CO-CURRICULAR/EXTRA-CURRICULAR/ACTIVITY/OVERNIGHT TRIPS

These trips include athletic trips and are considered part of the total educational program of the District but not part of a course of study. The following general procedures are to be followed for all such trips.

- A. All requests shall be submitted to the Activities Director and building principal on the Trip Request Form (2340 F4) in advance of the scheduled trip with the names of all staff members and/or chaperones who will accompany the students.
- B. The description of how any finances/budget connected with the trip will be handled must be attached to the trip request form.
- C. Upon approval of a trip, the principal shall forward a copy of the pretrip proposal to the Director of Business Services and Board Secretary.
- D. The Activities Director/building principal shall insure a Parental Permission Form for trips has been received for each student.
- E. No student will be allowed to go on a trip unless this form has been returned to the administration with the parent's signature.
- F. For every trip there must be a ratio of staff and chaperones to students as determined by the principal.
- G. The list of participating students must be provided to the building office prior to the trip. This is the responsibility of the Activities Director.

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- H. A copy of each student's Emergency Medical Authorization Form shall be available.
- I. If it becomes necessary to take a student to a hospital for emergency treatment, contact the nearest hospital or local law enforcement agency. Call the school office, or if after hours, the school's emergency number or the Activities Director/principal and request the secretary or emergency person to fax the student's Emergency Medical Authorization Form to the hospital right away if a paper copy is not in possession on the trip. Be sure to provide the name and location of the hospital, and if possible its telephone or fax number. The secretary or emergency person is responsible for obtaining the hospital's fax number, if not provided, and for ensuring that the EMA Form reaches the hospital immediately.

The secretary or emergency person should then contact the parents, immediately to inform them of the situation.

- J. Knowledge of Search and Seizure policies must be attained by the person in charge of the trip for his/her use if a search of a student's possession becomes necessary.
- K. Permission for the trip may be denied for any one of the following reasons:
 - 1. failure to comply satisfactorily with pretrip requirements
 - 2. excessive cost or inadequate funds
 - 3. excessive number of trips
 - 4. lack of availability of transportation
 - 5. inadequate provision for student safety and welfare

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- M. Any problems that arise during the trip should be brought to the attention of the principal immediately upon return.
- N. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
- O. In the event of any emergency during a trip, the bus driver should contact appropriate persons from his/her emergency list and the staff member in charge should contact the Activities Director/principal.

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