

Oregon Conference School Field Trip Procedures

SUPERVISING TEACHER/SCHOOL ADMINISTRATION/OFFICE:

Field Trip Checklist:

- All chaperone background checks are approved. Allow 3 weeks to process.
- Field trip destination/lodging; includes contact name of field trip organizer, phone numbers, departure time, return time, and confirmed student and chaperone names and their contact information.
- Copies of driver licenses and insurance cards are on file for each chaperone.
- Trip itinerary and schedule.
- **Principal and School Board approval** for day trips, Office of Education approval if this is an overnight trip, Board of Education approval if this trip is out of Union.
- **Additional student accident insurance must be purchased for all overnight trips for each student and for other high risk activities. (i.e. snow skiing, trampoline gym, etc.)**
- **Additional General Liability Insurance must be purchased for specific high risk activities.**
- Chaperone/Student list. Emergency contact information of both chaperones and students for each assigned group.
- Medication protocols for individual student needs. Teachers and chaperones may NOT dispense medication. (Parent must accompany child on the field trip or allow student to take medication while under the supervision of classroom teacher.)
- First Aid kits for supervising teacher and/or chaperones. Include Emergency Preparedness Procedures.
- Supervising teacher and school administration office maintains master lists of chaperone/student groups, medical forms, permission forms, insurance forms, destination and lodging information.

Supervising Teacher

Required:

- **Chaperone Training:** trip expectations, supervision and behavior expectations, handbook and dress code expectations, student cell phone/hand held technology use, emergency preparedness training. This includes confirming lodging will only be with same gender students.
- **Chaperone documents:** Itinerary, destination and lodging contact information, map or directions, written behavior expectations and procedures for student non-compliance, and emergency procedures.
- **Chaperones:** receive copies of student medical forms/medication form, emergency contact information and field trip permission forms. **To protect student confidentiality and privacy, please include these forms in an enclosed envelope to be opened only in case of an emergency if the supervising teacher is unavailable.**
- **Chaperones:** Must have supervising teacher's cell phone, principal's cell phone/school office phone, and all other chaperone cell phones, in case of an emergency and supervising teacher and principal are unavailable.

Parent Meeting: Required

- **PARENT MEETING:** Review student behavior expectations, supervision requirements, the purpose of trip, field trip itinerary and schedule, destination/lodging information. Review the school handbook policies;(all school sponsored trips fall under school/handbook expectations. Include use of cell phones or other handheld devices, dress code, and other....)
- **Emergency preparedness.**
- Field trip assignments or other learning outcomes.

Student safety is paramount. Students must be supervised at all times, on and off campus.