

OVERNIGHT TRIPS

On the rare occasion where an overnight trip is required, the teacher/advisor/coach will submit the request at least one month in advance to the principal. If approved, this request must then be submitted to the Superintendent for approval. Such approval must be obtained for each trip each year. Teachers/advisors/coaches will not disseminate information about the trip without prior approval of the Superintendent.

- A demonstration of relevance to a curriculum area, co-curricular activity and/or enrichment program
- A minimum one-to-eight ratio for high school students and one-to-six for middle school students of adult chaperones to students.
- All School Department policies with respect to student behavior apply to overnight trips.
- Teachers will prepare a list of those whom they anticipate will be participating in the trip and submit it to the principal one week in advance of the trip.
- The assurance of written parental consent for the student's participation no later than the day prior to the trip.

All overnight field trip requests should contain the following information:

1. Objectives of the proposed trip and the anticipated learning outcomes
2. Specific learning activities to be experienced during the trip
3. Number and grade(s) of students
4. Cost per pupil
5. How will funds be raised
6. Transportation to be used
7. Itinerary
8. Dates of trip
9. Times of departure and return
10. Arrangements for meals and lodging (separate quarters for females/males)
(i.e. motels/hotels, separate rooms when staying in hosting schools.)
11. Names of proposed adult chaperones (minimum one-to-eight ratio required for high school and minimum of one-to-six for middle school is required.)
12. Plans for providing parents and chaperones with information
13. Plans for emergencies
14. Plans for inclement weather
15. Plans for parental approval
16. Plans for student's accountability for behavior

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