

# Academic and Athletic Field Trip Guidelines



2021-2022

# ACADEMIC AND ATHLETIC FIELD TRIP GUIDELINES

Updated for 2021-2022

The Center Grove Community School Corporation believes field trips can provide excellent educational experiences for students. Field trips can contribute to student learning when visits to appropriate locations and facilities are arranged. Field trips that are academic in nature should be considered a worthwhile part of a course of study and must be related to the IN Academic Standards (unless the trip is extra- or co-curricular in nature).

Because field trips represent a significant cost to the Corporation, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

Below are presented guidelines for field trips, including changes from previous years' practices regarding field trips. A list of Frequently Asked Questions about field trips and a list of dates—both trip request deadlines and important dates to avoid when scheduling trips—are presented. Please note a new section has been added on Non-School/Corporation Sponsored Field Trips.

Note: All students and staff must follow COVID precautions at the venue(s) they are visiting.

## FIELD TRIP DATES FOR 2021-2022

### Deadlines for Field Trips to Be Requested

Tuesday, August 31      1<sup>st</sup> semester field trip requests due  
 Friday, December 3      2<sup>nd</sup> semester field trip requests due  
 Friday, May 6              Summer field trip requests due

### Dates to Avoid or Requiring Administrative Consultation

Teachers will avoid scheduling field trips on certain testing days, the end of each grading period, or the day before holidays. **No field trips should be scheduled on/during the following dates for the grade levels included below:**

Dates	Grade Levels	Event
Sept 29	9-12	Parent-Teacher Conferences
Oct 4-8	K-8	Parent-Teacher Conferences
Oct 5	K-12	End of 1st quarter
Oct 8	K-12	Day prior to fall break
Oct 26	9-12	PSAT/NMSQT
Nov 19	K-12	Day prior to Thanksgiving break
Nov 29-Dec 17	K-12	Blocked - NO field trips (last three weeks of semester)
March 2	9-12	SAT testing
March 7-18	3 & 4	IREAD testing
March 10	K-12	End of 3rd quarter
March 17	K-12	Day prior to spring break
April 18-May 13	3-8	ILEARN testing* *If building completes testing before the end of the window, field trips are permissible.
May 9-27	K-12	Blocked - NO field trips (last three weeks of semester)

Teachers should not schedule field trips on/during the following dates without consulting with their building principal. **Field trips on/during the following dates require administrative consultation** for the grade levels included:

Dates	Grade Levels	Event
Aug 16-Sept 3	K-3	AIMSweb

	K-8	NWEA
Nov 1-12	8	CogAT
Dec 1-17	K-3 K-8	AIMSweb NWEA
Jan 18-28	K, 2, 5	CogAT
March 1-18	K-8	NWEA
March 16-Apr 14	K-3	AIMSweb
April 4-15	3-10*	I AM testing *specific students, not universal to all students in grade levels

## FIELD TRIP GUIDELINES

1. COVID Precautions: All students and staff must follow COVID precautions at the venue(s) they are visiting.
2. Deadlines for Trip Requests: Submit all field trip requests by semester
  - a. Fall semester field trip requests due by *August 31, 2021*
  - b. Spring semester field trips due by *December 3, 2021*
  - c. Summer field trip requests due by *May 6, 2022*

If possible, submit a window of possible trip dates to assist in scheduling.

3. Limit on Number of Trips: Limit of one field trip per grade level (elem.) or middle school team per school year and one per non-core academic subject per year (not for every grade level).

Note: Essential Skills and special education preschool classes will continue to go out in the community for life skills activities once per month.

Elementary intramurals and academic enrichment club (e.g., French Club, Spanish Club, Key Club, etc.) trips will be limited to two per semester or a total of four over the course of the school year.

4. Limits on Distance: Distance of field trips will also be limited to a 50-mile radius. Appeals for exceptions may be made to Nora Hoover, Assistant Superintendent of Teaching & Learning.
5. Ratio of adults/chaperones to students
  - a. Elementary                      1 adult for every 10 students
  - b. Middle school                    1 adult for every 15 students
  - c. High school                      1 adult for every 25-30 students

Note: Elementary trips should not involve so many chaperones (e.g., parents and grandparents) that additional buses are needed!

6. Daily Limit on Buses: Limit of 10 buses available each day for field trips  
--"first come, first served"—so reserve early!  
--Saturday trips are generally acceptable. The purpose of these guidelines is to limit the trips during the week because of a limited number of buses available.
7. No Trip Dates: No field trips are to be scheduled on testing dates and days before holiday as well as at the end of semester (see attached).
8. Purpose of Field Trips: Trips must be academic in nature and purpose. "Reward" field trips will be discouraged.
9. Avoid route times when scheduling field trips.  
Do not schedule during the following windows:
  - a. 6:30-9:00 a.m. Monday-Friday
  - b. 2:15-4:15 p.m. Monday, Tuesday, Thursday, Friday
  - c. 1:15-3:30 p.m. Wednesday

10. Adult Chaperones—chaperones—whether school staff or parent volunteers—should model exemplary behavior for students in terms of language, demeanor, and behavior. Additional guidelines for chaperones are attached. Please distribute the “Responsibilities of Trip Chaperones” to each chaperone prior to taking the trip (see Page 8).
11. Student Costs: Costs to students should be at or under \$15 per trip. Expenses in excess of that amount must be approved by Dr. Nora Hoover, Assistant Superintendent of Teaching & Learning.

Teachers must converse with a parent of any student who has not paid for the field trip or has not turned in the parent permission slip to determine if a financial hardship exists. If the field trip sponsor learns that a financial hardship exists in a student’s family, the trip costs will be covered by school funds for that student.

12. Parental Consent Forms must be returned to the building administration before any field trip. No student will be allowed to participate if the consent form is not received prior to the trip.
13. Emergency Information: A copy of each student’s Emergency Medical Authorization Form is to be in possession of the staff member sponsoring the field trip IF the trip is not completed prior to the end of the school day.
14. Student Pick-Up: At least one staff member is to remain at the school after the return trip until all students have been picked up (for trips not completed prior to the end of the school day).
15. Supervision of Students: At least one chaperone must ride each bus carrying students.
16. Information for Students: Prior to arrival at the destination, students are to be made aware of:
  - a. How they are to conduct themselves
  - b. What time the bus will leave for the return trip
  - c. Where the bus will be located for the departure
  - d. Any specific information that the students should know with reference to the area being visited.

If the travel to the destination takes more than 30 minutes, an educational activity should be planned to occupy students.

17. School Board Approval: Overnight and/or out-of-state trips require approval by the Board of School Trustees.
  - a. Short overnight (1-2 nights) and/or out-of-state trip requests
    - o Must be submitted to the administration at least two months prior to the proposed field trip.
    - o Must be approved by the Board at least one month prior to the trip.
  - b. Extended trip requests
    - o Includes trips with some or all of these components: require advancing planning for students and parents, have substantial costs (typically \$100 or more), and may cause students’ absence from school.
    - o Must be submitted to administration at least 14 months in advance, which gives families and school at least 12 months to plan.
18. Duplication of Trips: Field trips to the same location by different grade levels should be carefully evaluated in order to avoid future duplication of trips.

19. Make-Up Work: At the secondary level, arrangements for make-up work are the responsibility of the student. Make-up work must be completed after a student returns to school.
20. Approval: Any administrative approval of a field trip is conditional on availability of a driver and a bus.

## **FREQUENTLY ASKED QUESTIONS ABOUT FIELD TRIPS**

1. May an outside parent or group pay for gas and other field trip expenses?

*Yes, a parent or group may contribute funds to offset trip costs for the ONE trip permitted for each grade level or team. However, outside contributions may NOT be used to “purchase” an additional trip per year. Also, contributions should not exclude students or student groups, but be applied for all involved students.*

2. What if a trip that has been taken in the past is now outside of the 50-mile radius—may other arrangements be made so that the trip can occur?

*Yes, charter buses can be hired using school funds or contributions. However, charter bus companies must be approved by the Transportation Department and must have a certificate of insurance filed with the school corporation.*

3. What if a trip that has been taken in the past is now outside of the window for route times—may other arrangements be made so that the trip can occur?

*Yes, the trip sponsors may consider having the trip on a Saturday OR hiring charter buses for the trip.*

4. So what charter bus companies are approved by the Transportation Department? How much do they cost?

*The Transportation Department recommends Free Enterprise, Star of Indiana, Miller Transportation, and National Rental charter bus companies. The latter two tend to have the best prices. Fees generally range from \$35-\$50 per hour and normally include an hourly minimum (5 hours minimum seems to be the norm) and a mileage range in that hourly figure. Longer hours and distance will change the cost. If any group wishes to use any of these vendors, be sure to check with the Transportation Department so that they can check to make sure the carrier is up-to-date on all requirements.*

5. May students or groups of parents drive to trip sites if school buses are not available?

*No, this is a liability and safety issue and thus, not permissible.*

6. May a staff member transport students in the staff member’s vehicle?

*This is strongly discouraged. Staff members would be taking a personal risk in terms of liability and insurance. The corporation’s insurance would not cover a staff member if an accident occurred. It is preferable for a mid-bus to be reserved for such trips.*

7. Which trips need school board approval?

*In the rare instance when trips involve an overnight stay and/or are out-of-state, approval from the school board is required. For details, please reference Guideline #17 on page 4.*

8. May specific or favorite drivers be requested?

*Yes, specific drivers may be requested, but there is no guarantee such drivers will be assigned to the trip. The Transportation Department has developed an equitable system based on seniority that has each trip posted in a fair manner. Thus, drivers cannot "recruit" trips for additional pay out of line with their peers.*

9. What happens if students win a competition or have a one-of-a-kind opportunity for a trip that occurs after the trip request deadline?

*Such occurrences may merit an exception to be made, and requests should be sent immediately to Dr. Nora Hoover, Assistant Superintendent of Teaching & Learning for consideration.*

10. Why can Athletics, Band, and Choir go beyond the 50 mile radius?

*Athletics pays for its own transportation with revenue from gate receipts from sports events. The Athletics Department IS cutting back on distance for events and new guidelines have been issued by the Athletic Director (see Page 9).*

*The Band and Choir organizations pay for their trips with revenue from fundraisers and their booster organizations. These groups are also examining the location of future competitions so that travel costs may be reduced.*

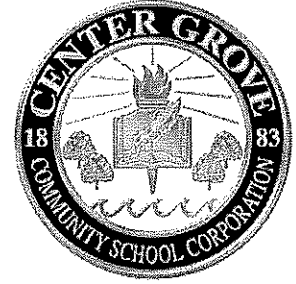
### Additional Sections

1. Checklist for Trips (Page 8)
2. Responsibilities of Trip Chaperones (Page 9)
3. Teacher, Coach, Chaperone Responsibilities and Understanding (Page 10)
4. CGHS Athletic Department Transportation Policy (Page 11)
5. Student Responsibility Contract for Overnight Trips (Page 12)
6. CGHS Chaperone Guidelines for Student Overnight Trips (Page 13)
7. Guidelines for Non-School/Corporation Sponsored Field Trips (Page 14)
8. Disclaimer of Responsibility form for Non-Corporation Sponsored Field Trips (Page 15)

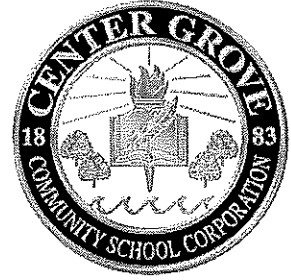


## CHECKLIST FOR TRIPS

The following items should be confirmed prior to the start of any field or other Corporation-sponsored trip.



- \_\_\_\_\_ 1. Approved Field Trip Request
- \_\_\_\_\_ 2. Properly Certified Driver
- \_\_\_\_\_ 3. Parental Consent
- \_\_\_\_\_ 4. Medical Emergency Release  
One for each student—in the possession of person in charge of groups
- \_\_\_\_\_ 5. Safe Vehicle in Good Running Order
- \_\_\_\_\_ 6. First Aid Supplies
- \_\_\_\_\_ 7. Equipment and Supplies
- \_\_\_\_\_ 8. Food and Water (if applicable)



## RESPONSIBILITIES OF TRIP CHAPERONES

The Center Grove Community School Corporation appreciates your willingness to assist us by serving as a chaperone for this sponsored trip. In accordance with Board policy, we wish to inform you of the policies and procedures that will govern this trip and with which you are expected to comply.

- A. The trip leader is responsible for the preparation and conduct of the trip and is held accountable by the Superintendent for ensuring that the purpose of the trip is achieved.
- B. The Trip leader will provide you with detailed information about the trip. Please obtain answers from the trip leader, prior to the trip, to any questions you have concerning the purpose or the trip procedures.
- C. The students on the trip are governed by the Corporation's Code of Conduct which prohibits any inappropriate behavior, such as discourtesy, fighting, harassment, drug-use, stealing, and the like. Your responsibility is not to invoke discipline on a student, except in cases of imminent threat to that student's or other people's safety or well-being, but to report any student behavior problems or any inappropriate conduct on the part of a fellow chaperone or staff member to the trip leader as soon as possible.
- D. We ask that you model the behaviors expected of students throughout the times on the trip when you are associated with the students. If you have free time away from the students, we trust your behavior will be such that it does not create problems for or embarrassment to the trip leader(s) or the Corporation. Please keep the trip leader informed of our whereabouts so s/he can contact you in case of emergency.

Thank you again for our help and we hope you enjoy this activity with our students as they participate in a meaningful educational experience.

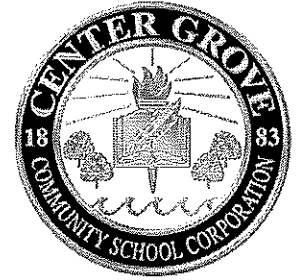
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Trip Leader

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Principal

## Teacher/Coach/Chaperone Responsibilities & Understandings



- 1) Teachers, coaches and chaperones are responsible for the conduct of all students while on the bus and at the event.
- 2) Travel is permitted only to the places and areas designated on the Trip Permission and Acknowledgement of Responsibility Form.
- 3) All trips will have a pre-designated path of travel (route) that will be established before the trip begins. Drivers cannot deviate from that predetermined route unless authorized by the transportation department, Superintendent or a Superintendent designee.
- 4) Lead teacher/coach will inform all other adult chaperones to spread out while on the bus to monitor student's behavior.
- 5) Lunch/dinner stops must be preauthorized before the trip begins and stated on the trip request form of the actual location of the stop.
- 6) All field trips and trip drops must have the appropriate number of teachers/coaches /chaperones on the bus for each school or sport team.
- 7) Buses cannot and will not be utilized as a changing room.
- 8) Everyone must exit the bus on arrival at all destinations.
- 9) No one is allowed to return to the bus without teacher/coach permission and accompanied by a teacher/coach/chaperone.
- 10) Lead teacher/coach is responsible for ensuring all passengers are aboard the bus before departure.
- 11) Lead teacher/coach will make a head count before departure of a trip, before departure at any stop during trip and upon return of a trip.
- 12) Since the doors to the bus do not lock, the driver, Transportation Department and the school corporation are not responsible for any items left on the bus. Upon returning to school, all personal items should be removed from the bus.
- 13) Lead sponsor shall check the cleanliness and condition of the bus upon completion of the trip.

Sponsor Signature \_\_\_\_\_

### People to call for trip change authorization

Sarah Pitts - Director of Transportation - 317-313-7140

Scott Knapp- High School Athletic Director - 317-716-2456 (high school athletic trips only)

The school Principal where the trip originated from

(Note: if no one can be contacted, the requested change is not authorized)



# Center Grove High School Athletic Department Transportation Policy

1. The following sports will be allowed team transportation by mid-bus only to Away events:

**FALL SPORTS:**

- Freshman Boys Soccer, All games
- Freshman Girls Soccer, All games
- Cheerleading, Varsity, JV and Freshmen, All games
- Girls JV and Freshmen Volleyball, All Single games or tournaments
- Cross Country, Single Gender Events
- Girls Golf, All matches and tournaments
- Boys Tennis, Varsity only, JV only or Freshmen only matches or tournaments

**WINTER SPORTS:**

- Cheerleading, Varsity, JV and Freshmen, All single games
- Boys & Girls Freshmen Basketball, All games
- Boys & Girls Swimming, Post Season if 10 or less participants are qualified to advance.
- Wrestling, Post Season if 10 or less participants are qualified to advance.
- Gymnastics, All Events
- Bowling, All Events

**SPRING SPORTS:**

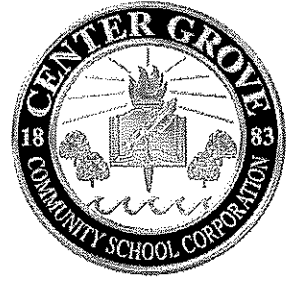
- Freshmen Baseball and Freshmen Softball, All games
- JV Baseball and JV Softball, All games not paired with varsity team
- Boys Golf, All matches and tournaments
- Girls Tennis, Varsity only, JV only or Freshmen only matches or tournaments
- Boys & Girls Track, Post Season if 10 or less participants are qualified to advance, unless pole vault has a qualifying individual(s).
- Boys Volleyball, All Single games or tournaments

Coaches will have the option to drive or to hire a driver at their expense. If a corporation driver is used, these funds will be debited from the Booster Club account for that sport.

**Beginning in the 2009-10 School Year:**

All events, except conference and post-season, will have a limit of 50 miles one way to the school or competition site. If a coach opts to continue an event outside this range, that sport will reimburse the school corporation the amount of gas used in excess of the 100 mile round trip range. The cost will be the price of gas at the time of the trip and these funds will be debited from the Booster Club account for that sport. The formula to determine the amount for each trip is as follows:

For a mid-bus:            ((Round trip mileage – 100)/10)    x \$3.00  
 For a big bus:            ((Round trip mileage – 100)/6)        x \$3.00



## STUDENT RESPONSIBILITY CONTRACT FOR OVERNIGHT TRIPS

It is a privilege for you to participate in the Corporation-sponsored trip to

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Because this trip is part of the Corporation's educational program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the Corporation.

I agree to:

- refrain at all times from the consumption of alcoholic beverages and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel or self-medication and/or possession are properly authorized.
- sleep in my assigned room and not entertain members of the opposite sex in my room.
- keep my assigned chaperone advised of my whereabouts at all times.
- attend all mandatory activities and meal functions.
- adhere to all established curfews.
- conduct myself in such a manner as to bring pride to myself, my family, my school, and my community.
- adhere to any established dress code.
- comply, throughout the trip, with any and all instructions, directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general Corporation policies.

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Student

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Date

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Parent/Guardian

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Date

# Center Grove High School

## CHAPERONE GUIDELINES FOR STUDENT TRIPS

### FOR OVERNIGHT STAYS IN HOTELS OR DORMITORIES:

1. All school rules apply while on this trip. The school personnel and official chaperones are the decision makers, and their directives must be followed.
2. No students of the opposite sex are allowed in students' room at any time.
3. Set a definite curfew in which students are to be in their rooms for the evening.
4. School staff should check with the hotel management to see if a log is available each morning, which tells what room door, was opened. Many hotels have this service available due to electronic entry systems.
5. If no electronic record is available, the trip coordinator should provide for an overnight supervision watch done by either hired security from the hotel or by chaperones for the group.
6. Make sure students "leave no evidence" that they were present in the facility. When gathering in a public area like a lobby for departure, students must police the area to make sure belongings and trash are not left.
7. Develop and communicate a procedure for distributing and collecting room keys. Students may not switch room assignments.
8. Remind students that there are guests trying to sleep in the hotel and that they should refrain from loud talking and door slamming while passing through hallways.
9. If the trip schedule allows students to leave the facility for recreation, shopping etc., students must go in groups of three or more. **NO STUDENT SHOULD EVER LEAVE THE FACILITY ALONE.** Chaperones must establish a definite return time to the hotel or a "check-in" time while out sightseeing. Each small group should have a specific chaperone designated to monitor them. Students should wear tags with their names printed on the front at all times. On the back of the tags, the hotel name, the hotel address, and the hotel phone number should appear.
10. One person should keep medical treatment release forms, and all chaperones should know the location of these. Prior to leaving school, a staff member should have the school nurse review the medical forms to identify students with allergies or health issues.

## NON-SCHOOL/CORPORATION SPONSORED FIELD TRIPS SUMMARY OF GUIDELINES

UPDATED 07/22/2019

According to School Board Policy #2340, a field trip shall be defined as *“any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other Corporation-sponsored trips shall be defined as any planned student travel activity which is approved as part of the Corporation’s total educational program.”*

Thus, a non-school or-corporation sponsored field trip would include any trip NOT sponsored or approved by the Corporation because it is not an integral part of a course of study. Examples include Space Camp, world language study trips abroad, the Washington, D.C. trip, and the Earth Science trip. While these are worthwhile learning opportunities, these trips are NOT approved by the Corporation and thus clarification about how to proceed in offering such trips is provided below.

- Before initiating discussion with students and/or parents regarding any type of trip that is not considered a school field trip but which involves students from the Corporation, the sponsor must have permission from Dr. Nora Hoover, Assistant Superintendent of Teacher & Learning. Trip sponsors are encouraged to plan accordingly in securing this permission in a timely fashion.
- The staff member/sponsor of such trips assumes all liability for the welfare of students.
- The staff member/sponsor may not use the name of a corporation or one of its schools or any corporation or school logos in any manner which associates it with the trip or group involved in the trip.
- In order to discuss on Corporation premises any aspects of a non-corporation sponsored trip, the staff member/sponsor must submit a Use of Facilities application requesting use of a facility during non-school hours. *It is strongly recommended, however, that sponsors instead meet off corporation premises so that parents do not assume the trip is sponsored by the Corporation.*
- Staff members/sponsors may not use staff member’s time while on duty to promote such trips.
- Staff members/sponsors may post information about such trips on the designated display board in each school. The staff member may also request school directory information from the principal for the purpose of promoting the trip. However, the staff member may not use school mail, e-mail, teacher webpage, school phone, or the Alert Now system to promote such trips.
- Funds for such trips may not be collected at school.
- The following disclaimer must be placed on any promotional materials for such trips:  
"The proposed trip/activity is not sponsored by or affiliated in any way with the Center Grove Community School Corporation and thus, the Corporation assumes no responsibility or liability for this trip/activity. The trip/activity is not a school sponsored event and the Center Grove Community School Corporation has not granted actual or apparent authority to any third party to act on behalf of Center Grove Community School Corporation."
- The form for Disclaimer of Responsibility must be distributed to every parent of students participating in a non-corporation sponsored field trip (Page 14).

**DISCLAIMER OF RESPONSIBILITY**  
**Non Corporation-Sponsored Trip**

This Disclaimer relates to students who may be participating in a non corporation-sponsored trip to \_\_\_\_\_(the Trip).

This is to acknowledge that:

- A. the Trip is not sponsored by or in any way affiliated with the Center Grove Community School Corporation.
- B. any and all Corporation employees who participate with the students in the Trip are doing so on their own time, outside of the scope of their employment with the Corporation, and not as employees of the Corporation.
- C. the Corporation has not participated in planning or scheduling any trip activities and has no control or right of control of such activities.
- D. The Corporation has made no attempt to evaluate the risks of personal injuries, property loss, or other risks inherent in the Trip.
- E. It is the sole responsibility of the parents to evaluate carefully the risks inherent in the Trip.
- F. the Corporation assumes no responsibility for the care, supervision, or safety of the student during the Trip.

Center Grove Community School Corporation

August 17, 2010