

# Knox County Schools

## Off-Campus Trip Procedures

### **Justification**

Field trips enable teachers to expand children's learning beyond the walls of the classroom into the vast community outside. They provide children with experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Perhaps a field trip can best be described as a living laboratory in which learning is acquired through active hands-on experience with the rich resources of the local community.

### **Planning**

#### **1. Knox County Board of Education Policy IFCB**

##### Types of field trips

###### Instructional/co-curricular trip

An instructional/co-curricular trip is a visit by a class or group of classes to a location outside the regular classroom. This trip is designed to allow the students to achieve specific course objectives which cannot be achieved as effectively by other means.

*An example is a trip to Ijams Nature Center.*

###### Contest, festival, performance, conference

Contests, festivals, performances, or conferences are extra-campus activities, which provide opportunities for students to demonstrate knowledge and skills developed through subject-area instruction. These activities may involve teams of students from more than one class or subject.

*An example is the J. B. Lyle Choral Festival.*

###### Motivational Trip

A motivational trip is an extra-campus activity, which is not a part of a scheduled class. It provides a motivational incentive for the school, club, group, or class and is related to improving the school climate.

*An example is a trip to Celebration Station to reward student achievement.*

## **2. Timelines**

Off-campus trips that are NOT overnight and on the approved list (*See Approved List on page 5*) are to be submitted to the Principal 15 days prior to the trip.

Off Campus trips that are overnight or NOT on the approved list MUST be submitted to the principal 45 days prior to the trip. These trips must be approved by the Knox County Board of Education.

*Please Note: The regularly scheduled meeting date of the Board of Education is the first Wednesday of each month. Therefore, any overnight trip must be planned far enough in advance to meet this requirement.*

## **3. Risk Assessment**

The supervising teacher is required to conduct a Risk Assessment based upon the location and the activities included on the field trip. It is required that this information be shared with the principal.

Teachers will provide the principal with a written response to the following questions when submitting the off-campus approval form: (*Appendix A*)

What hazards are present? (Heavy traffic areas, water, large crowds, etc.)

Who will be affected by hazards? (Students, chaperones, teachers, etc.)

How can risk be eliminated or reduced? (avoiding areas, extra supervision, etc.)

## **4. Emergency Plan**

The supervising teacher is to make a list of all students going on the off-campus trip with parent and emergency contact phone numbers. A copy of this list is to be turned in to the school office. A copy must also be in the possession of the supervising teacher at all times during the trip.

If possible, the supervising teacher is to leave in the school office a phone number where he/she can be reached.

All elementary and middle school students and their chaperones are to be provided some form of visible identification that will make them immediately recognizable as members of the field trip group. This identification may take many different forms and will be left to the discretion of the supervising teacher. For example, students

may all wear matching colored wrist bands or like-colored badges. Under no circumstances will children wear names tags as a means of identification. This means of identification may increase the risk of students being approached by strangers during the field trip.

For each student, the supervising teacher must have a medical release form signed by the parent/guardian in his or her possession during the trip. (*Appendix B*)

The supervising teacher will develop an emergency plan and submit this with the off-campus approval form. This plan must include what steps will be taken in the event of an emergency. (Who will be contacted, how will communication be handled, who makes decision, etc.) (*Appendix A*)

## **5. Parental Permission Form**

The Supervising teacher shall have a completed and signed Knox County Parental Permission Form for each student on the off-campus trip. (*Appendix C*)

## **6. Transportation Plan**

The supervising teacher must use state-inspected school buses or commercial carriers.

When school buses are used, teachers are encouraged to use buses which normally serve within the school attendance zone.

When private cars are used, the supervising teacher must inform drivers of their legal responsibility (e.g. use of car seats) and personal liability.\* (*See Knox County Board of Education Policy EDAE*)

*\*Liability coverage is the responsibility of owners and drivers as the Board does not provide liability coverage except for Knox County-owned vehicles.*

The supervising teacher must have verification of a valid driver's license and proof of insurance for drivers of private vehicles.

Bus trips out of county or greater than 30 miles one way shall have no more than two persons per seat for middle and high school and three persons per seat for grades K-5.

## **7. Chaperones**

The minimum requirement is one adult for every 15 students for day trips and one adult for every ten students for overnight trips. (The Building Level Administrator reserves the right to require a more stringent adult to student ratio.)

Suggested Student/Adult ratio by grade level:

K- 2nd 1 adult/5 students

3<sup>rd</sup> - 8<sup>th</sup> 1 adult/10 students for day and overnight trips

9<sup>th</sup> - 12<sup>th</sup> 1 adult/15 students for day trips and 1 adult/10 students for overnight trips

There is a minimum requirement of 2 chaperones for ALL off-campus trips regardless of the number of students participating.

The supervising teacher must discuss the following with all chaperones: (*Appendix D*)

Purpose of trip

Departure and returning times

Names of students for whom they are responsible

Plans for meals

Appropriate dress for the trip

Appropriateness of including other family members

How to handle behavior problems

## **8. Coverage for Supervising Teacher**

The supervising teacher must check with his/her principal to determine if and how coverage of any additional duties assigned to the teacher will be covered during his/her absence.

## **9. Plans for Lunch**

The supervising teacher must notify the lunchroom manager if students will be away from school during lunch.

If students will be having lunch while on an off-campus trip, the supervising teacher must have a specific plan that involves direct supervision by a chaperone. Students on an off-campus trip shall **never** be without direct supervision.

## **10. Itinerary**

The supervising teacher must turn in to the principal a detailed itinerary of the off-campus trip with the off-campus trip approval form. (*Appendix A*)

Checklist for Planning Off-Campus Trip (*Appendix E*)

***Please Note: Any changes in the agenda, time, or date of the off-campus trip, once the itinerary is submitted, MUST be approved by the principal and the appropriate supervisor prior to the trip.***

## **Approval**

Off-campus trips on the approved list must have the approval of both the principal and the appropriate instructional supervisor or director.

All overnight trips or those NOT on the approved list must have Knox County Board of Education approval.

## **Approved List**

The approved list below consists of general categories instead of specific places. If you still want to go to a site that is not on the list, follow the procedure for requesting a trip to a non-approved site.

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| Academic competitions/contests               | Mall/retail stores   |
| Agricultural research centers                | Manufacturing/processing facilities                                  |
| Archeological sites                          | Military installations   |
| Art galleries/centers/exhibits               | Museums  |
| Businesses/industries                        | Music performances/festivals   |
| Bowling alleys                               | Parades  |
| Child care agencies                          | Parks/recreation departments   |
| Civic associations & clubs                   | Research and technical facilities                                    |
| Concerts & presentations                     | Skating rinks  |
| Contests                                     | Schools, colleges & universities                                     |
| Cultural study sites                         | Sports facilities  |
| Environmental study sites/centers            | Stadiums & arenas  |
| Fairs and festivals                          | Student organization meetings  |
| Farms, dairies, & groves                     | Theaters   |
| Garden clubs                                 | Transportation facilities  |
| Government buildings/<br>agencies/properties | Utilities  |
| Health care facilities                       | Vocational Student Organization<br>competitions/meetings/conferences |
| Historical sites                             | Wildlife rehabilitation/observation centers                          |
| Laboratories                                 | Zoos/aquariums/gardens   |
| Libraries and media centers                  |  |