

Section A - General Regulations

1. Activities that can be attended after school or on weekends should be attended at that time.
2. Field trips may not be taken during the first two weeks and the last two weeks of each semester. They cannot be taken on the day prior to any vacation period, and they cannot be taken during the last week of each quarter. Exceptions must be approved by the principal or the designated representative.
3. Transportation will be provided by the district whenever possible.
4. Whenever practical, field trips should not necessitate eating lunch away from school. If it is required that lunch be obtained away from school, the students will remain in a group with the sponsor, staff member or parent chaperone.
5. Student attendance on trips is not required. Students who elect not to participate in the trip will be informed by the trip sponsor as to where they should report during their normal class period.
6. Certified staff members shall accompany all field trips. It is recommended that for groups of less than twenty-five students, one certified staff member is required. It is recommended for groups of twenty-five or more, one certified staff member and one additional adult are required for each bus.
7. Students shall be under the immediate supervision of staff members during the entire trip.
8. When it is anticipated that the trip will return to the school after normal school hours, the trip sponsor shall make arrangements to assure that access to the building will be available. When trips return to the building after normal school hours, staff members shall remain with the students until the students have departed the school.

9. All normal school rules and regulations are to be observed while on the trip. For overnight trips, the sponsor shall have in his/her possession emergency medical and contact information on all trips. If an unusual incident occurs while on the trip, such as the malfunctioning of one of the buses, an accident, an injury, or if one of the students becomes separated from the group, the sponsor shall take those actions on the scene which an ordinary, reasonable, and prudent person would take. In all cases, the sponsor will telephone the assistant/associate principal in charge of curriculum, or if not available, the principal or designee to report the incident and receive further instructions. If the incident occurs after normal school hours and involves a student, the sponsor will attempt to contact the student's parent/guardian, and if it is impossible to contact the parent/guardian, to contact the local police department.
10. Questions pertaining to field trips are to be directed to the assistant/associate principal in charge of curriculum.
11. Requests for exceptions to these procedures are to be submitted in writing to the assistant/associate principal in charge of field trips.
12. The approval of the principal and the superintendent are required for all overnight trips.

#### Section B – Responsibilities of the Supervising Staff Member

1. Complete the Field Trip Request Form and attach to it an alphabetical list of participants including student I.D. numbers. This form must be approved by the instructional supervisor at least one week prior to the trip
2. Obtain approval for the trip from the assistant/associate principal in charge of curriculum.
3. Make the necessary arrangements with the personnel at the trip site. If the trip is an overnight trip, coordinate lodging and meal arrangements.
4. Obtain from the assistant/associate principal in charge of curriculum a sufficient number of Parental Permission Slips.
5. Issue the Parental Permission Slips to the students. Instruct them to obtain their parent's signature. This shall be completed prior to the trip.

6. Collect completed Parental Permission Slips and maintain them for reference during the trip.
7. If the students are to be assessed a fee for the trip, make appropriate arrangements with the bookstore for the collection of the fees.
  - a. Provide a list of names of the students to the bookstore. This list shall include the name of the trip's sponsor and the name, date, and cost of the trip.
  - b. Instruct the students to pay their trip fee at the bookstore. The bookstore shall issue a receipt for each payment.
  - c. The deadline for the payments shall be established by the assistant/associate principal in charge of curriculum and the bookstore manager in cooperation with the Business Office allowing for the necessary time to issue checks for the field trips(s).
8. For overnight trips, obtain emergency contact and medical information for all participating students.
9. Coordinate the scheduling of substitutes when necessary with the instructional supervisor and prepare appropriate lesson plans.
10. Arrange for additional adults to serve as chaperons, as required.
11. Immediately before leaving for the trip, turn in an accurate trip attendance report at the Attendance Office.

#### Section C – Administrative Responsibilities

1. For all field trips, the assistant/associate principal in charge of curriculum shall:
  - a. approve the trip.
  - b. arrange for transportation.

2. The instructional supervisor shall:
  - a. approve the trip.
  - b. determine the number of classroom substitutes required and arrange for these substitutes.
  - c. arrange for additional certified staff to serve as trip chaperons, if required.

Section D – Records

The assistant/associate principal in charge of curriculum shall maintain a record of all field trips, including their date(s), purpose and destination, sponsors, staff, parent chaperones, duration, and the list of participants.

Section E – Funding

Funding for student trips shall be in accordance with the guidelines adopted by the School Board.

Summary--Trips, Tours, and Travel, Matrix

Type of Trip	Requires Approval of:		
	Principal	Superintendent	Board
Student Trips	X		
Student Trips Overnight	X	X	
Student Trips Outside of Illinois or Adjacent States	X	X	X
Educational Tours	X	X	
Educational Tours Outside of Illinois or Adjacent States	X	X	X
Educational Tours Requiring one day or more of Student Absence	X	X	X
Educational Travel	X	X	

Brief Description

Student Trips: Sponsored, conducted and usually financed by District. Includes field trips, activity trips, athletic trips, etc.

Educational Tours: Conducted by District but not financed by District. Example: Band tour to Arizona

Educational Travel: Not sponsored or financed by District. Sponsor allowed to “inform” students of travel plans.

PLEASE READ THE EXCURSIONARY  
PROCEDURES ON THE REVERSE SIDE.

**FOR OFFICE USE ONLY**

Date application received \_\_\_\_\_  
Date trip approved \_\_\_\_\_  
Date bus ordered \_\_\_\_\_  
Permission slip with  
one student list due \_\_\_\_\_  
Substitute(s) Needed Yes \_\_\_ No \_\_\_ # \_\_\_\_\_  
Substitute(s) Hired \_\_\_\_\_

**GLENBROOK FIELD TRIP REQUEST APPLICATION**

Circle: 1. Instructional Trip    2. Activity Trip

Please fill out completely.

Today's Date: \_\_\_\_\_

1. Describe the trip requested, listing the address(es) of the place(s) to be visited and the itinerary for the trip--include approximate times.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Trip Rationale: Describe the purpose of the trip as it relates to specific course objectives or sponsored activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Class or activity: \_\_\_\_\_ Number of students: \_\_\_\_\_

4. Chaperones accompanying trip: \_\_\_\_\_

\_\_\_\_\_

5. Date of trip: \_\_\_\_\_ Departure time \_\_\_\_\_ and Location: \_\_\_\_\_

6. Transportation: Car(s) \_\_\_\_\_ Bus(es) \_\_\_\_\_ Other  
(Specify) \_\_\_\_\_

7. Should bus remain with the trip? Circle: YES NO

8. Hours of trip: Departure from School: \_\_\_\_\_ Bus Pick-up for Return: \_\_\_\_\_ Where \_\_\_\_\_ Return to school \_\_\_\_\_

9. Estimated cost of transportation: \_\_\_\_\_ Estimated cost of substitute teacher(s): \_\_\_\_\_

\_\_\_\_\_  
Teacher Requesting Trip / Date

\_\_\_\_\_  
Instructional Supervisor's Approval / Date

\_\_\_\_\_  
Associate Principal's Approval / Date

Field Trip Permission and Waiver Form

Students have many opportunities to participate in various extra class activities as an outgrowth of classroom interests or through special interest clubs. On occasion it will be to their advantage to attend activities away from the High School on an optional basis ("field trips"). However, the Board of Education and School District 225 cannot assume responsibility for the safety and welfare of students while engaged in a field trip beyond making reasonable provision for activity chaperons.

I understand that my child must abide by all District 225 rules, regulations and chaperon instructions on the field trip identified below. I understand that District chaperons cannot prevent injuries because they cannot always control the conditions present or be present at all times.

Your signature below constitutes and is evidence of your agreement to (1) accept general liability for the participation of your child in the field trip identified below and (2) indemnify and hold harmless Northfield Township High School District 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorneys' fees and costs expended in defense thereof, incurred or resulting from your child's participation in this trip and transportation to and therefrom.

1. High School: \_\_\_\_\_ Class/Activity: \_\_\_\_\_

2. Faculty Sponsor: \_\_\_\_\_

3. Student: \_\_\_\_\_ has my permission to take part  
in a field trip to \_\_\_\_\_  
on \_\_\_\_\_.

4. Travel Arrangement: I understand my child will travel by \_\_\_\_\_  
\_\_\_\_\_, leaving at approximately \_\_\_\_\_  
and returning at approximately \_\_\_\_\_

5. Cost of this trip is \_\_\_\_\_ for chartered bus, and/or other expenses and is payable at the bookstore.

\_\_\_\_\_  
(Parent or Guardian Signature)

Phone (residence):  
(work):

( ) \_\_\_\_\_ - \_\_\_\_\_  
( ) \_\_\_\_\_ - \_\_\_\_\_

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