

Policy Title:	Field Trip Policy
Policy Reference:	
Policy Type:	<input checked="" type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other

Effective Date:	4/9/2025
Print Date:	8/9/2025

## Description:

Students must be allowed to attend.

Teachers may decide whether any student who has pulled to red or has been suspended during the year must have their parents attend with them. Parents will be notified in advance of any student that will be left behind for any reason. If a parent does not want their child to attend the field trip, that student would not be marked absent for that day.

Field trips will be for specified classes only. Any child pulled from another class to attend a field trip will be marked absent and that parent will not be considered a parent volunteer.

Each class should have a minimum of 1 adult chaperone for every 5 students (if students are under age 7)/every 10 students.(if students are 7 and older) Volunteers should be scheduled two weeks in advance. Parent volunteers are allowed to bring one non school age child and still count as a volunteer, but the child must be counted in the adult to student ratio. If a parent wishes to bring two (2) non school age children with them, they will not be considered a parent volunteer, as this defeats the purpose of a volunteer, but they may still count their time as involvement time. However, they will need to take their own car and pay their own entrance fees and any other costs that there might be. They will not be considered part of Heritage School District. Parent involvement will only count toward the student whose class is going on the field trip. If a parent brings three or more children, no involvement or makeup time will be credited.

Generally, a chaperone should be 18 or older and be a parent or grandparent to a student in the participating class. To avoid any potential problems or even the appearance of a possible problem, no single (unmarried) chaperone may attend with a class that has a teacher of the opposite gender that is also single. In addition, if the class is an all girl, or all boy class, a single (unmarried) chaperone of the opposite gender may not attend. Any exceptions to this must be approved by the administration ahead of time.

Teachers who are supervising the field trip must find out the requirements, guidelines or rules, of the field trip location they are going to and inform all volunteers, parents and children who are going. Everyone must follow the rules.

If cars are used instead of the bus, enough cars should be taken so that every student can be in a seat belt. Students must stay seated and use their quiet voices in the vehicles.

Heritage School District will not be able to accept responsibility for transportation, fees, supervision, and/or behavior of any parent and/or child who does not comply with the rules of this policy.

---

## Purpose:

This policy is designed to ensure the safety, educational value, and smooth organization of off-campus activities. To inform parents of the guidelines for a field trip.

---