

# SMYRNA SCHOOL DISTRICT

## *PROCEDURE*

<b>Section:</b>	5000 Students	<b>Office Responsible:</b>	Curriculum
<b>Procedure:</b>	5138R Student Trips		
<b>Related Policies:</b>	5138 Student Trips		

### I. Purpose

The safety of Smyrna School District (SSD) students, staff, and parents/chaperones during social events, field trips, and class trips is paramount. The following are guidelines for engagement in these activities for the experience of students.

### II. Definitions

**Field trip:** Any excursion by students away from the school premises, under the supervision of a teacher or other authorized SSD personnel, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

**School Sponsored Trip:** A trip planned and provided to students under the supervision of SSD school personnel and/or using district resources.

### III. Procedure

All school-sponsored trips are expected to adhere to the following conditions:

#### A. General Procedures

1. Complete all listed forms by the submission deadlines; late or last-minute requests are not permissible.
2. Copies of attendance, permission slips, nurse's orders, chaperone assignments and other important information should be left with school administration before leaving for the field trip.
3. The trip's purpose is aligned with the curricular outcomes.
4. The transportation vendor is approved by the Office of Transportation.
5. Schools/organizing teachers may not pay or contract with trip-related vendors until the trip is approved.
6. Chaperone forms should be completed and submitted to the building principal at least 14 days before the field trip.
7. Chaperone forms may be use more than once in a school year, but forms must be less than one year old.
8. Chaperones must accompany students during all travel (including planes, trains, rideshares, buses, etc.).

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9. Overnight trips must be approved by the Superintendent and School Board (Board of Education Policy 5138). Pre-Approval Forms must be submitted to the Office of Curriculum and Instruction at least 60-days prior to the field trip.

<b>Chaperone Ratios to Consider</b>	
<b>Age of Student</b>	<b>Staff/Student Ratio</b>
Older Toddlers (2 Year Olds)	1:6
Young Preschool Children (3 Year Olds)	1:8
Older Preschool Children (4 Year Olds)	1:10
School-age Children (Kindergarten and Above)	1:15

### **B. School Nurse Procedures**

1. Nurses must be notified of a field trip at least 14-days in advance.
2. Nurses will evaluate the list of students and their medication administration sheets.
3. Nurses will determine the need for any medical interventions during the field trip and collaborate with building staff and parents.
4. Parents (or a designated family member) are allowed to attend the field trip to administer needed medication and services if they so choose.
5. If a family member or nurse is not available for medication delivery, staff members may take a course (*I'm Ready*) to certify them to administer medication.
6. All teachers are encouraged to work with the nurse on the few occasions a nurse is required to attend.

### **C. Child Nutrition Procedures**

1. Child Nutrition Managers must be notified of a field trip at least 14-days in advance.
2. Field Trip Lunch Forms:
  - i. Forms should be completed by the parent/guardian.
  - ii. Forms should not be altered. If a food choice is not on the form, additional options cannot be written in.
  - iii. Forms should be turned into the Child Nutrition Manager at least 2-days prior to the trip.
  - iv. Lunches are required to be transported in coolers and packed on ice.

### **D. Overnight Trip Procedures**

1. Central Office and School Board approval is required.

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2. Pre-Approval Forms must be submitted at least 60-days before an overnight trip.
3. In the event of late-night returns – provide specific information detailing how students will return home after arriving back to the school location.
4. When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until all students have been released to a parent or guardian.
5. Details of transportation to and from school, and to and from hotel(s) should be indicated and attached to the Field Trip Administrative Form.
6. Hotel room assignments must be gender specific. Individual concerns should be discussed with the building principal.
7. Chaperones should be gender specific; chaperone-for-student assignments must be detailed and attached to the Field Trip Administrative Forms. Individual concerns should be discussed with the building principal.
8. Chaperone forms should be completed and submitted to the building principal at least 14-days before the field trip.
9. Chaperone forms may be used more than once in a school year, but forms must be less than one year old.
10. Chaperones must have sleeping quarters that are separate from students.

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### Forms and Timelines

Requested Form	Where to Submit Form	Form Submission Deadline
<a href="#">Pre-Approval Field Trip Form</a> (for overnight trips only)	Director of Teaching and Learning	At least 60-days prior to field trip
<a href="#">Field Trip Information Form</a>	Director of Teaching and Learning	At least 30-days prior to field trip
Transportation Information	Lead Teacher Maintains this Documentation	Communicate with transportation at least 30-days prior to field trip
Lunch Form(s) <a href="#">K-8 Lunch Form</a> <a href="#">9-12 Lunch Form</a>	Child Nutrition Manager <i>Lead teacher should maintain copies</i>	At least 14-days prior to field trip
<a href="#">Chaperone Form(s)</a>	Building Principal <i>Lead teacher should maintain copies</i>	At least 14-days prior to field trip
Nurse Information	Lead Teacher Maintains this Documentation	Communicate with nurses at least 14-days prior to field trip
<a href="#">Parent Permission Form</a>	Lead Teacher Maintains this Documentation	Teachers are encouraged to have all forms returned at least 7-days prior to field trip
<b><i>High School Specific Forms:</i></b> <a href="#">Academic Experience Request</a> <a href="#">Driving Form</a>	Building Principal	At least 7-days prior to field trip

Approval Acknowledged by:



Susan P. Brown, Ed. D., CSBA  
Superintendent of Schools

Procedure Actions  
Adopted: 09/03/24

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Revised: 10/31/24