

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: March 28, 2024
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FIELD TRIPS

Lake Forest School District educational field trips will be planned and conducted in accordance with the following guidelines:

1. All out-of-state or overnight field trip requests require approval by the Lake Forest Board of Education. Approval requests must be placed on the agenda of a regular meeting of the Board at least thirty (30) days prior to the date of the trip. Exceptions must be approved by the Superintendent.
2. The teacher will review the educational value of the field trip with the Building Administrator prior to making arrangements and, upon approval by the Building Administrator, shall complete and submit a field trip request form.
3. In instances where class or group funds will be used in whole or part to finance the trip, there must be a minimum of 50% participation among eligible members of the class or group of individuals in order to justify the trip. Competitions of a state, regional, or national nature will not be subject to minimum participation requirements.
4. A parental permission slip is required for each child participating in the trip. Slips will be available and maintained in each school office. Additionally, medical information forms shall be taken on all trips.
5. The teacher will provide students and parents/guardians with information concerning:
 - a. The purpose and destination of the trip.
 - b. Transportation.
 - c. Eating arrangements.
 - d. Date and time of departure.
 - e. Estimated time of return.
 - f. A detailed itinerary for a trip that extends beyond the regular school day.
6. Whenever possible, field trips involving an overnight stay should coincide with a holiday or weekend to ensure a minimum loss of classroom time.
7. Participating students will pay a prorated share of costs for any special transportation, admission fees, and so forth. However, the cost to students should be kept to a minimum. Students should not be prohibited from participation due to lack of funds.
8. There must be at least one adult chaperone for every ten (10) students participating in the trip. For overnight trips with students of multiple genders, it is required there be appropriate numbers of approved gender appropriate chaperones.
9. Teachers are responsible for informing chaperones of their duties and responsibilities.
10. The names of all chaperones shall be included in the field trip request form. Chaperones must be at least 21 years old, and at least one of the following: a parent/guardian/immediate relative of a student, an employee of the District, or a spouse of a District employee. Chaperones may not bring other children.
11. The Building Administrator has the authority to deny or approve chaperone appointments. All chaperones will be required to utilize the school's visitor management system on the day of the scheduled trip.
12. Students may be denied the opportunity to participate in a field trip if recent conduct warrants. Any paid deposits made by parents/guardians will be refunded if they are

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- recoverable. Students for whom deposits have been made and who choose to withdraw from the trip without due cause must pay any unrecoverable deposits made on their behalf.
13. The teacher will review acceptable standards of behavior and address with participants in advance of the trip. The [District's Student Code of Conduct](#) will be in effect.
 14. Teachers proposing field trips should develop planned activities that require student participation.
 15. Student safety will be the paramount consideration. In case of an emergency situation, the teacher is responsible for notifying the Building Administrator by telephone as soon as possible.
 16. School buses ordinarily will be used for transportation however, commercial carriers may be used for certain trips provided that such arrangements have received formal authorization.
 17. The use of private vehicles by staff members for transporting small groups of students may be authorized by the Building Administrator in certain instances, provided that the driver has furnished proof of insurance and valid driver's license.
 18. Students will not be permitted to leave the field trip group during the trip unless they are released into the care of their parent/guardian, who must have made the request in writing and received the prior approval of the staff member in charge of the trip.
 19. When students return from a trip to the school after regular school hours, the teacher and/or Building Administrator will ensure that provisions have been made for each student's transportation home as indicated on the parental permission form. A staff member or coach must stay until all students are picked up.
 20. Teachers responsible for field trips will ensure all students participating are vetted by Building Administration to ensure eligibility.