

STUDY TRIP INFORMATION

(Reference : 2010 DoDEA Administrators Manual)

Revised August 12, 2012

Study trips should be educational and/or intercultural in nature and be based on DoDEA Content Standards. Close coordination and planning is required to ensure that the trip runs smoothly and achieves its objectives.

1. All study trips must be coordinated with the administration. Requests will be solicited at the beginning of the year. Any exceptions must go through the administration. If a substitute is necessary, the administration must have approved the request. Admin will ensure that approved study trips are entered into the District and School Site Master Calendar.
 2. Request transportation at least ten (10) working days in advance.
 3. Each school is allowed three trips per grade level per year.
 4. Parents must be informed in writing about the purpose of the trip, standards being addressed, and learning objectives. Parents must be informed of the date, departure time, cost, and return time. **Parental permission (use approved CLDS Study Trip Permission Form) must be obtained in writing for each participant prior to attending the trip.** (This includes any field trip away from school or aboard the base.)
 5. The main office must be informed of all study trip itinerary and an accurate list, including phone numbers, of all students attending the trip.
 6. Both male and female chaperones are recommended. The adult to student ratio should be one (1) adult to ten (10) students in grades 7 – 12 and one (1) adult to six (6) students for grades K – 6. Pre-K will follow guidelines established through the Pre-K guidelines.
 7. On base trips require a minimum of one (1) adult to fourteen (14) students in grades 7 – 12 and one (1) adult to ten (10) students for grades K – 6. This does not apply to TT2 and Delalio trips mainside and the converse. Trips that must go off base for any reason must use the regular study trip ratio (see item 5)
 8. Chaperones are to be informed that siblings may not accompany a study trip.
 9. Transportation will not be provided for a number of people greater than the minimum number of chaperones required plus the number of students attending the study trip.
 10. Trip sponsors are responsible to notify special area teachers of impending student absences at least 10 school days in advance.
 11. The cafeteria must be notified at least ten (10) working days in advance the number of students that will not be present on the date of the study trip; and the number of students needing a bag lunch. If the trip is cancelled, the cafeteria must be notified immediately.
 12. The teacher-in-charge is required to take a First Aid Kit and a copy of the Emergency Information Packet on all trips. Provide the nurse a list of students attending the trip ten (10) days in advance. Secure and transport any medications needed by students on the day of the trip.
 13. The teacher sponsoring a study trip will be responsible for arranging an appropriate, in-school, educational experience for students who do not participate in the study trip. This in school experience should be related to the school trip as much as possible. Students who are not able to participate in a study trip will not be penalized for non-participation. The educational arrangements made must be sufficient enough to occupy the student the entire duration of the trip.
 14. Those students not participating in the study trip must attend school except for absences normally approved by the school – i.e. sickness, doctor appointment. Students are expected to go on all-school trips. It is an extension of the classroom.
 15. Any change in the itinerary during the trip, for whatever reason, must be reported to the administration immediately.
 16. No study trips will take place in September or June.
 17. Please note that the hourly cost per trip per bus is \$55.61. All trip costs must include a trip fee of one hour to cover the 30 minutes the driver must be there before departure and the 30 minutes after the trip returns.
 18. Any overnight study trips will go to Dr. Curtis for approval.
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