



## Madison City Schools Field Trip Protocols

**The following are protocols Madison City Schools will follow when sponsoring a field trip:**

- The child attending the field trip as a student should be in attendance at school on the day of the field trip and be transported by the school bus to and from the field trip location unless special circumstances exist and are approved by the school administration. Student check-ins at the location of the field trip will not be allowed.
- Student behavior is expected to meet the expectations set forth for a regular school day.
- Approved chaperones will aid in the supervision of the students during the field trip. Parents visiting the location of the field trip on the day of the school field trip with a completed a background check and prior approval from administration will be considered a school chaperone. Otherwise, the parent will be considered a visitor of the location and will not be able to join the school group.
- Chaperones are charged with the supervision of the school-aged students attending the field trip and are requested to provide these children their undivided attention. For this reason, siblings will not be allowed to attend field trips.
- Reasons for checking a student out from a field trip must be approved by the school administration before a student can be checked out from the location of a field trip. The person checking the student out must be on the approved check-out listing for the student.