

*Miami Northwestern Senior High School*  
**FIELD TRIP GUIDELINES**

All field trip requests **MUST** be submitted to the Director of Student Activities using the following timelines:

| TYPE OF FIELD TRIP   | SPECIAL NOTE               | TIMELINE       |
|--|----------------------------|----------------|
| <b>In-County Field Trips</b>   | Private bus transportation | 10 school days |
| <b>In-County Field Trips</b>   | M-DCPS bus transportation  | 15 school days |
| <b>In-County Field Trip</b>  | Hotel accommodations       | 30 school days |
| <b>Out-of-County Board Approved</b>  | No hotel accommodations    | 30 school days |
| <b>Out-of-County Board Approved</b>  | Hotel accommodations       | 45 school days |
| <b>Out-of-County Non-Board Approved</b>  |                            | 60 school days |
| <b>Field trip requests that do not meet the timelines listed above will be denied.</b> |                            |                |

- Field trip forms can be found on our website. Quick Links; Files and Documents
- All field trip forms must have a Field Trip Cover Sheet attached.
- All field trip documents must be typed.
- **Any field trips that include hotel accommodations, in-county and out-of-county, must be approved by the Regional Superintendent.**
- **Field Trips (After school hours)** – all field trips that take place after the close of the school day must be approved by the principal.

### **Chaperones for Field Trips**

Volunteers should have Level 1 Clearance for day field trips, and Level 2 clearance, which requires fingerprinting, for overnight field trips.

- A. Non-school site employees must be cleared as Level I or Level II volunteers (based on the type of trip) before they can assist with students. (See VOLUNTEERS section for more information.)
- B. Pre-schoolers or children not registered at Miami Northwestern Senior High School may not accompany chaperones on field trips.**
- C. Chaperones are responsible for student safety above all else.
- D. Chaperones must check attendance periodically and know the whereabouts of the participants at all times.
- E. Chaperones must be 21 years of age or older, even if the person is an M-DCPS employee.
- F. One Chaperone per 15 students is required and considered an appropriate proportion.
- G. Chaperones on out-of-town trips assume 24 hour-a-day responsibility. You are always “**on duty.**”
- H. No chaperone is to share a room with students.
- I. If a student group has members of each sex, then chaperones of each sex should accompany the group.
- J. Chaperones bear the increased responsibility for student safety and conduct.
- K. Chaperones are required to remain with the group at all times.

If you need assistance, please feel free to contact me.