

## **FIELD TRIPS AND EXCURSIONS**

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. The Superintendent will determine the frequency and content of class field trips. Each student must secure the permission of his/her parent or guardian before participating in such activity.

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, educational value, safety precautions, the distance of the trip, availability of transportation, adequacy of supervision, disruption to the instructional schedule, the cost involved, weather conditions, and full utilization of transportation. In order to make necessary transportation arrangements, all requests for day field trips must be submitted to the appropriate Building Principal at least one week prior to the trip date.

### Overnight Field Trips

Trips in excess of one day involving overnight travel must be approved by the Board, with prior approval of the Principal and the Superintendent, prior to making any commitments or arrangements. Requests for overnight trips should be made at least three months in advance of the planned event.

### Field Trips in Excess of Fifty Miles

Field trips in excess of fifty miles are permitted only if the experience is unique and unable to be replicated at a closer distance.

### Transportation

When the district provides transportation to students on a school-sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless:

1. the parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student;  
or
2. intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

Equal Opportunity

All students shall have an equal opportunity to participate in field trips that are a mandatory part of the educational program.

Donations for Field Trips

The Board will accept contributions for the purpose of funding specific field trips, provided that the proposed trip will meet the requirements for school-sponsored trips as determined by the Principal, Superintendent and Board.

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e

Adoption date:	February 12, 2009
1 <sup>st</sup> Revision date:	December 16, 2010
2 <sup>nd</sup> Revision date:	April 10, 2017

## **FIELD TRIPS AND EXCURSIONS REGULATION**

### Requests for Authorization of Field Trips

Requests for the approval of all field trips must be submitted in writing by the sponsoring faculty member to the principal, on a form provided by the district.

Principal shall have the responsibility to recommend approval, disapproval or modification of such trips to the Superintendent and shall perform such responsibility in a timely manner. The Superintendent shall have the authority to dispose of such recommendations as he or she deems appropriate and as provided herein. Requests for authorization for overnight trips shall be submitted to the Board, together with the recommendations of the Principal and Superintendent for disposition.

### Chaperones for Field Trips

All field trips must be chaperoned by adults. Exact numbers of chaperones required shall be determined by the Principal, Teacher and/or Class Advisor. Ideally no less than one adult per every ten students must be available to chaperone a field trip. A minimum of one member of the district faculty or administrative staff must accompany each field trip. On overseas trips, chaperones shall be responsible for maintaining a copy of the passport of each student participating in the trip.

### Permission of Parent/Guardian Required

Written parental permission for each participating student must be obtained for all field trips. The form shall be provided by the district and inform parents about the trip, including an itinerary. The form shall specify the modes of transportation to be utilized and provide for the signature of the parent/guardian providing express permission for the student to participate in the field trip.

### Student Responsibilities

Students participating in field trips shall observe the school Code of Conduct at all times during a field trip. Students must always be accompanied by an adult chaperone. Students are responsible for all school work missed while on a multi-day field trip and teachers shall be responsible for providing all such work to students, at least one day prior to the scheduled departure of the field trip.

### Field Trip Requirements:

1. Be approved by the Superintendent, Principal, and the Transportation Director
2. Be supervised by the Faculty / Staff Member

3. Be submitted for Board of Education approval at least 60 days prior to the planned departure date.
4. Have an itinerary that includes: listing of all events and activities (where students will be at all times), mode(s) of transportation, and names of faculty members supervising the trip.

All students participating in school field trips must ride the appropriate school bus to and from the scheduled event and are at all times under the care and direction of the school administration.

#### 8<sup>th</sup> Grade Class Trip

The 8<sup>th</sup> grade class trip is scheduled close to the end of the school year and shall be consistent with all other requirements for field trips. All 8<sup>th</sup> grade students shall have the opportunity to attend the trip, at the lowest cost possible.

The itinerary for the 8<sup>th</sup> grade class trip shall be developed by the 8<sup>th</sup> grade class advisor(s), class officers and the Principal. Request for authorization for the trip shall be submitted to the Superintendent for inclusion on a Board meeting agenda. A financial statement reflecting the cost of the trip and the source of the funds must be submitted along with the itinerary. Financial commitments shall not be made prior to approval of the trip by the Board.

#### Faculty Sponsor Responsibilities

Because a field trip is taking the classroom of students on the road, the same protocols as teaching in the classroom are to be followed.

Faculty sponsors are responsible for the safety of all students. Step-by-step planning and regard to detail are necessary for a safe and rewarding experience. Please keep the following in mind when planning a field trip:

1. Complete Field Trip Request form and meet with Principal three weeks prior to the trip to discuss details and request approval. Trips over 50 miles, one way, require Board of Education approval.
2. There should be one adult for each ten children on all educational trips (this ratio will vary according to the type of trip).
3. Notify the Health Office of any scheduled trips at least one week prior to trip so medications can be prepared to go, or make medical restrictions known.
4. Notify the special teachers and the cafeteria, in advance, should you plan not to have your children eat at school on the field trip day, or when your children will not have special classes. Special classes missed are cancelled.
5. Bus drivers should not be requested to perform tasks outside their job description e.g. carry lunches, etc.

6. A permission slip is required to be on file in school before a child is permitted to participate in the activity. This permission form is collected during the first week of school and covers all off site field trips. However, teachers are to provide parents with proper notice for each field trip.
7. Plan trips far in advance to help alleviate any conflicts. Schedule rain/snow dates whenever possible.
8. Any changes from the original plans, times dates, etc. should be cleared with the Principal.
9. In the event of an accident, follow emergency procedures. Call 911 when necessary; contact the School Nurse; contact the Principal.

Adoption date: December 16, 2010

1<sup>st</sup> Revision date: April 10, 2017