

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives. The Board recognizes that learning experiences outside of the school building are a valuable part of the educational experience and is committed to ensuring that all students, regardless of socio-economic status, are able to participate in grade level guaranteed experiences. Beginning with the 2016-17 school year and continuing in subsequent years, a sum not less than 0.1% of the approved local School Budget will be set aside for field trips.

All student field trips shall require prior written approval by the building administrator. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board of Education.

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities and any administrative regulations implementing such Board Policy.

The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

The Board must approve all extended and international student field trips.

Definitions of School Sponsored Field Trips:

Field Trip: An out of school field trip (in and out of state) is a planned activity in which a class or group of students leaves the school grounds for the purpose of continuing and extending the program of instruction. As such, they are considered as instructional and planned with objectives determined in advance and appropriate instruction preceding and following each trip.

Performing Arts Field Trip: Any trip off school grounds to perform or compete in a performing arts contest or practice session.

Co-Curricular Trip: A co-curricular trip is any trip conducted off school grounds through an after-school activity or club or as a result of qualification in a contest or competition.

Extended Field Trip: An extended school trip is one which requires two or more school or vacation days and is initiated as an extension of the educational program or school sponsored club activity.

International Field Trip: An international trip is any trip outside the boundaries of the continental United States.

Field Trips – Use of Privately Owned Automobiles

The use of privately owned vehicles to transport students on school sponsored field trips is prohibited.

Adopted: October 10, 1973

Revised: January 23, 1978

Revised: May 26, 1987

Revised: April 24, 1989

Revised: June 22, 2009

Revised: January 11, 2016

The Administration wishes to encourage that all field trips be of an educational nature in accordance with the curricula.

A) Field Trip Requests should specify how the trip will benefit students in a way not possible in the classroom, how the trip fits into the curriculum, and how the teacher will follow up on the trip afterwards.

Field trips which are made with/without the use of any transportation require the permission of the building administrator. Parental permission slips are required and available through the building administrator's office.

The use of alcoholic beverages and/or drugs by students and adults while participating in a Board of Education sponsored field trip is expressly forbidden. Those persons violating this regulation will be subject to disciplinary action in accordance with policy 5144. The Board requires that all chaperones accompanying class trips receive a copy of this policy with administrative guidelines and are made aware of its provisions prior to departure.

The sponsor of the trip should make every effort to arrange for the payment of children who would find such an expense a hardship. This should be done unobtrusively so as not to embarrass the child involved.

B) Parent-Teacher Association, Student Government, Club Funds for School Trips – PTA, student government or club funds may be used for the purpose of paying field trip costs, upon approval of the groups named. This is not to be interpreted as a suggestion that such funds be used for payment for school trips.

C) Fund-Raising Activities for School Sponsored Trips – Moderate fund-raising activities may be used to defray the cost of a field trip. Students involved in fund-raising activities must fully realize that class trips for which they are raising funds are tentative until approved by the Superintendent and the Board of Education. For those extended class trips with a total cost to the group of students participating exceeds \$1,000, three quotations must be secured. For those extended trips where the total cost to the group of students participating exceeds \$5,000, a minimum of three formal price bids must be secured in a manner prescribed by the Assistant Superintendent, Finance and Management.

D) Extended field trips which take place while school is in session will be limited to a maximum of three regular school days. The Board of Education directs the school administration to make every effort to limit extended/international field trips to those times when school is not in session.

E) The Board discourages extended/international field trips on days that school is in session and teachers are urged to plan trips that minimize student absence from class. As part of the itinerary for the trip, which is to be attached to the application, teachers should describe how the class has been prepared prior to the trip in order to fully benefit from the planned educational value of the experience. International trips are reserved for high school participation only.

F) Non-School Sponsored Trips – The Board cannot accept responsibility for non-school sponsored trips. Non-school sponsored trips do not occur during school time, and; therefore should not be planned for on school time. School equipment should not be used to communicate information regarding these trips.

G) Exceptions – The Superintendent is empowered to make recommendations to the Board for field trips not covered in rules stated above. This will be done only in unusual situations, especially trips that combine education and social experiences or trips of long distances.

H) The following information must be included in the Field Trip Request forms for day trips:

1. The date, destination and purpose of the trip, as well as its appropriateness for the grade level.
2. The number of students participating and the names of the teachers and chaperones involved.
3. Evidence of insurance for the carrier.
4. The insurance arrangements which have been made for staff and students to cover this particular trip.
5. The cost per child of the trip and the means by which the requirements are to be met (i.e. fundraising, BOE budget).
6. The arrangements to be made or which have been made within the school to cover for the teachers who are going on the trip and for those students who will be remaining in school. Request must indicate the teacher who will remain at the school for children who do not participate.
7. Upon completion of the trip, the leader will file a written report with the Superintendent including all unusual incidents.

I) Extended/International Field Trips – Approval Procedures

1. All extended/international field trips must be approved by the building administrator and Superintendent of School prior to submission to the Board of Education.
2. All requests for international trips must be submitted to the building administrator and Superintendent of Schools at least four school months prior to the planned departure.
3. All requests for the trips while school is in session must have approval of the Board of Education.
4. Any travel and expense reimbursement paid to teacher chaperones must be paid from fees collected from the participants.
5. Extended and International field trips may be conducted provided there is one teacher chaperone for every ten (10) secondary students. Extended field trips may be conducted for elementary students providing there is one chaperone for every 7 students.

J) The following items must be included in the extended/international field trip forms:

1. Provide to the Board of Education proof of travel insurance
2. Provide to the Board of Education copies of written itinerary including locations, phone numbers, and estimated time of arrival at each location.

3. A complete listing of the students participating and the field trip participation consent forms should be maintained and accessible for review when needed. Obtain waivers and health forms. Participants should file a waiver for medical treatment and a health questionnaire explaining any special medical problems or needs to the trip organizer. This information should be communicated to all trip chaperones.
4. Provide to the Board of Education copies of contracts with carriers and travel agency.
5. Provide to Board of Education the costs per student, purpose of the program, names of chaperones, accommodations, trip cancellation procedures and refund policy. The age of all chaperones below the age of twenty-five (25) must be included. The relationship of each chaperone will be stated (i.e. teacher, parent, spouse or child of teacher).
6. Provide proof of attendance for all students, guardians and faculty at one orientation meeting (minimum) where the information regarding the trip will be covered. These meetings should highlight the following; travel and packing trips, medical and health concerns, modes of transportation, hours of departure and return. Also, review background information pertaining to upcoming cultural differences that a student and/or faculty may experience while visiting a foreign country. Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
7. Conduct Chaperone training and orientation.
8. Review emergency preparedness processes and the crises response plan.
9. Provide current health and safety information to participants. Also provide information about emergency medical assistance, emergency evacuation, and repatriation procedures. Review options for medical insurance coverage for foreign travel.
10. Identify health and safety products or services that may not be available at overseas locations.
11. Once you reach your destination, conduct orientation briefings which include information on health and safety, legal, environmental, political, cultural and religious conditions in the host country.
12. Communicate codes of conduct for staff and students, addressing such issues as fraternizing, consuming alcohol, controlling activities and conduct during “free-time”. Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation.
13. Review international programs policies and procedures.

*** In the event of adverse political, safety, or health conditions, or any other unforeseen Circumstances, the Board of Education may choose to cancel an international trip.

Adopted: October 10, 1973
Revised: January 23, 1978
Revised: May 26, 1987
Revised: April 24, 1989
Revised: June 22, 2009
Revised: January 11, 2016

EXTENDED FIELD TRIP REQUEST FORM

In accordance with the Board of Education Policy titled "Instruction – 6153" all extended field trips must be approved by the Superintendent of Schools. The following TYPED information must be forwarded to the Superintendent in TRIPLICATE 30 days (4 months for international trips) prior to the Board meeting, which antedates the trip.

Name of School _____ Date of Request _____

Name of Club or Activity _____

Trip to _____ Purpose: _____

Number of students Participating: _____

Dates of Trip: From _____ To _____

Number and names of teachers and chaperones:

(Give ages of chaperones under 25 and list relationship of all chaperones to system or staff)

a. _____ b. _____

c. _____ d. _____

e. _____ f. _____

g. _____ h. _____

Transportation: Bus ___ Train ___ Plane ___ Car ___ Other:

Are fundraising activities planned? _____ if so, describe:

Lodging: Hotel/Motel _____ Camp _____ Private Home _____

If known, please give specifics of room assignments:

Insurance Arrangements for Staff and Students:

Cost per Teacher and/or Chaperone: \$

Explain how the above sum is paid.

Cost per Student: \$

Total Cost of Substitute Teachers Needed: \$

If Travel Agencies are engaged, at least three quotations need to be approved with documentation attached to this form:

a. _____ b. _____

c. _____ d. _____

Other:

Signature of teacher making request: _____

Typed Name: _____

Approved by Department Head at: _____

Secondary Level: _____ Date: _____

Approved by Administrator: _____ Date: _____

Approved by Superintendent of Designee: _____ Date: _____

Attachments: Quotations
Itinerary