

## 2340 FIELD TRIPS

### Definitions

Field trips may be directly related to classroom instruction or they may occur as part of a co-curricular activity. In general, field trips will fall into one of the following categories:

1. Within the School Day

Such trips will take place during the school day and will end before school dismissal. Pupils are not expected to incur any expenses except for lunch for trips which occur strictly on school time. All pupils in attendance in the class or classes involved are invited to participate in the trip, except for those which a parent/guardian or adult pupil has requested an exception.

Generally field trips within the school day are not co-curricular in origin; however, on those occasions when they are, pupils may be asked to underwrite some of the trip costs via an organization treasury.

2. Extended Beyond the School Day

Such trips will begin and end before or after school opening or dismissal, respectively. Usually pupils do not incur any transportation or admission expenses for extended trips but they may be asked to underwrite the cost of all meals. No pupil may be required to attend a trip which extends beyond the school day.

3. Not on School Time

Such trips will occur after school, during evening hours, on weekends, or on a school holiday. Pupils may be asked to underwrite all expenses for such trips but no pupil may be required to attend. Some overlap with school time could occur which may require an early dismissal. Usually such trips are held in conjunction with co-curricular activities and fund-raising efforts may be required to help underwrite costs.

4. Overnight Trips

Such trips must be approved by the Board of Education by resolution at an open public meeting. The superintendent will provide the Board with a complete description of the trip including the itinerary and all transportation and lodging arrangements, with a recommendation for Board consideration. Pupils are expected to underwrite all costs



associated with such trips when they are related to a co-curricular activity; however, in instances where such trips are the outgrowth of a classroom activity, the Board may be asked to underwrite some or all costs. No pupil may be required or pressured to attend an overnight trip.

## 5. Foreign Trips

Such trips must be approved by the Board of Education and only one trip per school year, per school, may be recommended by the superintendent. If more than one school organization is interested in taking a foreign trip, a rotating schedule shall be developed and published that shows which organization's trip has been scheduled for listed school years. The Board shall incur no costs for staff or pupils to take a foreign trip and no more than one staff member per school per year may be excused from classes with pay to accompany pupils on a foreign trip. Pupils and staff shall underwrite all costs associated with a foreign trip and pupils are not to be pressured in any way to participate. The superintendent's recommendation to the Board for such trips must include some information about the sponsoring organization, a trip itinerary, and the costs incurred by staff and pupils. In order to participate in a foreign trip which will overlap three or more school days, a pupil must carry an overall cumulative grade point average of 2.0 or higher. Participation on foreign trips is limited to pupils, faculty, staff, and their spouses.

## 6. Foreign Exchange Trips

The Board of Education may approve a second trip to a foreign country for each school if that trip is an exchange program in which the pupils from that country also visit a District school and community for a similar period of time. To the degree possible, such trips for District pupils shall take place when District schools are not in session. The Board may grant an exception when such dates cannot be found or agreed to by the exchanging schools. In order to participate in a foreign exchange trip which will overlap three or more school days, a pupil must carry an overall cumulative grade point average of 2.0 or higher. Pupils and staff shall underwrite all costs associated with a foreign exchange trip and pupils are not to be pressured in any way to participate. The superintendent's recommendation to the Board for such trips must include some information about the exchanging school and community, a trip itinerary, and the costs incurred by staff and pupils.



## Transportation Arrangements

1. Walking trips may be scheduled but the total distance walked should not exceed two miles/day.
2. With prior approval, staff members may use their personal vehicles to transport pupils in accordance with State regulations.
3. The assistant superintendent will make transportation arrangements for field trips which occur within the school day, which extend beyond the school day, which do not occur on school time and some overnight trips when asked by the principal. Sponsoring organizations shall make transportation arrangements for most overnight trips and all foreign trips.
4. All trips must originate and terminate at the school site unless prior approval is obtained from the assistant superintendent. As a convenience to parents/guardians, telephone chains shall be organized to communicate changes in estimated return times for overnight and foreign trips.
5. Generally, transportation time should not exceed fifty percent of the total time spent on a field trip.
6. A list of all persons attending a field trip must be published and forwarded to the principal and to the Business Office at least twenty-four hours in advance of the trip. Any last minute changes in that list are to be made by the chaperone in charge who will see that a copy of the amended list is left in the principal's office before the trip leaves the school site.
7. Parents/guardians may be invited by the chaperone in charge to accompany pupils on field trips but only on the condition the space occupied by a parent/guardian may not be one taken from a pupil who would like to attend. Prior clearance must be obtained from the principal before an invitation is extended. The school staff shall be in charge of the trip and shall be responsible for direct supervision of all pupils.
8. Under no circumstances may pupils be permitted to drive to a field trip site. Parents may be permitted to drive to field trip sites only if they comply with State regulations governing use of personal vehicles for pupil transportation purposes.



9. On occasions when pupils have been invited to participate in special events as an outgrowth of their school work, the District might not want to assign a faculty member to accompany one or very few pupils because many other pupils will lose the services of that teacher for the time involved. In such situations, the assistant superintendent may approve a chaperone other than a professional staff member if the parents/guardians agree to transport and accompany the pupil or if other satisfactory transportation and supervision arrangements have been made such as a jointure among other school districts.

## Other Considerations

1. To ensure sufficient time is available to make transportation arrangements, staff members who request approval for a trip within the school day, an extended trip, or a trip not on school time; must submit such a request at least fourteen school days in advance. To ensure sufficient time is available to secure advance Board approval, requests for overnight and foreign trips must be submitted at least forty school days in advance. Because communications between schools in foreign countries will require considerable time, requests for foreign exchange trips must be submitted one-hundred twenty calendar days in advance of the first trip in the exchange.
2. To ensure the health and safety of students attending the trip, the staff member(s) requesting approval for the trip (prior to the submission of the request for approval) shall identify each student seeking to attend the trip and determine if any of the listed students have a medical health alert, as denoted within the district's Information Management System. If the staff member detects a medical health alert, he/she must consult with the school nurse to identify symptoms of the identified medical/health condition, instructions for proper care of for the student, as well as review any individualized health care/emergency health care plans. The staff member will then inform the building principal of the students with the medical/health condition.
3. Written consent forms signed by parents/guardians or adult pupils shall be required as a condition for pupils to attend field trips. The consent forms are to be submitted to the school principal at least three school days prior to the trip.



4. No funds may be collected for a trip until it has been approved. All funds must be collected at least three school days prior to the date of the trip and shall be deposited with the school activities treasurer the same day as collected. Within three school days afterward, the chaperone in charge shall submit a complete ledger showing all income and expenditures for each trip.
5. Pupils who do not attend trips scheduled on school time must attend their regularly scheduled classes and be provided organized alternative educational experiences for classes involved in field trips. Under no circumstances shall such pupils be counseled not to come to school on days of field trips.
6. The principal shall be responsible for arrangement of adequate staff supervision for all field trips. Teachers whose classes are on the field trip should be selected as chaperones over staff members whose classes are not attending the trips. Every effort must be made to minimize the loss of instruction to pupils who remain in school during field trips.
7. Staff members and their spouses may attend foreign and overnight trips on the condition that no cost accrues to the attending pupils or to the Board of Education.
8. Only school sponsored field trips will be approved and permitted. Any trip not sanctioned by the Board of Education is expressly forbidden. No consideration shall be given for use of school communications means to promote or advertise a unsanctioned trip. Pupil absence resulting from a unsanctioned trip shall be unexcused and staff absence shall be considered absence without leave and without pay.
9. The Board shall budget two dollars per pupil each year for the purpose of underwriting the cost of field trip transportation and admissions. In his/her annual budget presentation, the superintendent shall recommend how to prorate budgeted funds within the two budget accounts involved.
10. The school principal may use general student activity funds to underwrite some or all costs for pupils who are known to suffer financial hardship. Other pupils shall not know when such arrangements are made. The chaperone in charge may bring such matters to the attention of the principal for consideration.



## Field Trips and Excursions; Senior Trip

### Introduction

It is the philosophy of the School's Faculty and Administration that the special activities associated with the senior year are privileges which accrue to those pupils who have merited them by the successful completion of their high school career. They are designed to be satisfying and rewarding events for the school, the pupil participants, their parents, and the community. The Board of Education, administration and faculty are charged with the responsibility to preserve the dignity and good order of these activities. In so doing, certain guidelines need to be established and maintained as they pertain specifically to the two major activities, the senior trip and commencement.

### Board of Education Approval

The Board of Education shall approve or disapprove requests for senior class trips on the basis of data to be submitted which shall include anticipated

1. Cost per pupil,
2. Number of participants,
3. Itinerary, **and**
4. Dates, **;**
5. **Requirements of a nurse or staff appropriately trained in applicable medical protocols (i.e. Epi-Pen, Glucagon)**

### Fund Collections

The school principal shall establish procedures governing the collection of pupil moneys to cover the cost of the trip. Collected funds may be refundable if the trip as presented initially is changed considerably or is canceled. Other regulations controlling refunds may be developed by the school principal.

### Chaperones

Chaperones for the senior class trip shall be members of the school certificated teaching staff and shall be selected by the school principal. The number of chaperones shall be determined by the school principal on the basis of the number of participating pupils.



**The Principal/Vice Principal supervising the senior trip shall identify any students seeking to attend the trip that may have significant medical needs. Whenever senior trip attendees have medical needs including the dispensation of medication, a school nurse or a staff member appropriately trained in applicable medical protocols must be a chaperone on the senior trip.**

## Eligibility to Participate

Prior to being approved for participation on the senior trip, the pupil's discipline record shall be reviewed. If any of the following situations have occurred, the pupil may be deemed ineligible to participate:

Suspension for conduct unbecoming a pupil such as involvement with drugs and/or alcohol, fighting offenses, threatening a staff member, assault or attempted assault on a staff member, vandalism, or any other actions which endanger the safety and well-being of others.

Three or more suspensions for any reason during the senior year.

Chronic pattern of discipline problems, regardless of the severity of the offences.

Each pupil planning to participate on the trip and at least one parent must be in attendance at the senior trip meeting. Attendance is mandatory. Not appearing at the meeting will result in forfeiture of the privilege of going on the trip.

All parents or guardians of a pupil going on the trip will be required to sign a statement of financial responsibility for transportation home if their youngster is involved in any of the previously stated forms of misconduct.

Pupils and parents must consent to a search of all luggage by school staff prior to departure from the school.

## Possible Disciplinary Procedures and Penalties

If while on the trip, a pupil is apprehended for the possession and/or use of drugs or alcohol, the following penalties may apply:

Participation in commencement exercises or any future senior activity may be jeopardized.

Pupil will be on disciplinary probation for the remainder of the school year.



Offenses which constitute a violation of the law may be referred to the proper authorities.

The pupil may be sent home on the next available flight at the expense of the parents.

For other breaches of discipline, the pupil may be sent home on the next available flight at the expense of the parents.

Seniors who insist on being uncooperative may be deprived of one or more activities during the course of the trip or may incur some other disciplinary measures depending on the severity of the offense.

**2nd Reading 27 April 2017**

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