

FIELD TRIPS AND EXCURSIONS

Policy 5300

The Board of Education recognizes the significant educational value of properly planned and executed field trips. Staff members are encouraged to use the field trip as an extension and enrichment of classroom and extracurricular experiences. In selecting places to visit, primary emphasis shall be placed upon provision for student safety and welfare and the educational value to be derived from the trip. In scheduling overnight field trips, every effort should be made to minimize the loss of instructional time.

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

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation and personnel, the cost involved, weather conditions, and full utilization of transportation. Field trips to foreign countries will not be approved.

Field trips or school-sponsored excursions will not be exclusive. If a prospective field trip is offered to an entire club, class or grade, enough space will be available in the trip to accommodate everyone. If the trip is a school-sponsored excursion, no student will be arbitrarily excluded from participation.

Approval

1. All one-day field trips must be approved by the building principal and the Superintendent of Schools. Approval will be based upon the educational value of the proposed trip as well as provision for student safety and welfare.
2. Prior to making arrangements for a one-day field trip and at least thirty (30) days prior to the proposed date of the trip, the teacher must submit a completed Field Trip Approval Form in duplicate to the building principal or designee. The principal's approval must be received prior to making any final arrangements for the trip.
3. All trips involving a stay of one or more nights away from home must be approved by the Superintendent of Schools and the Board of Education. Justification for overnight travel must include an explanation as to why comparable experiences cannot be obtained closer to the School District.

Approval of the Superintendent of Schools and Board of Education for trips involving a stay of one or more nights away from home must be obtained at least six (6) months in advance of the trip.

FIELD TRIPS AND EXCURSIONS

Policy 5300

4. Written parental or guardian permission must be obtained for every student in advance of any field trip or excursion. Permission forms will include any health concerns that should be brought to the attention of the staff member in charge.

Information to be Included on Field Trip Approval Requests

All requests for field trips must include the following information:

1. Educational Purpose: The educational benefits should be outlined and related to the school's and/or department's curriculum.
2. Performance Purpose: If the major purpose of the trip is to perform, the performances should be substantial and sight-seeing activities should be secondary in importance.
3. Trip Description: The dates of the trip and a description of travel arrangements, including a day-by-day itinerary, should be included. All field trips are contingent upon no imminent threat(s) issued by federal, state or local authorities.
4. Cost: An outline of the cost of the trip must be submitted.

Insurance/Medical Treatment

The parents or guardians of participating students must sign and return appropriate medical and insurance forms.

Transportation

When the School 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 School District unless (1) the parent or legal guardian of a student participating in such event has provided the School District with 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 School District impractical, a representative of the School District shall remain with the student until such student's parent or guardian has been contacted and the student has been delivered to their parent or guardian.

Scheduling

Every effort will be made to return students to school from day trips in time for regular dismissal. Building principals will be responsible for establishing clear procedures for communicating with parents in the event of a delay returning from a field trip. The building principal should exercise judgment in scheduling trips to ensure an appropriate balance of school events, to minimize

FIELD TRIPS AND EXCURSIONS

Policy 5300

disruption and to avoid conflict with major school events, i.e. final exams. If students return from a field trip after school hours, the teacher and the administrator in charge will make provision for the safe departure of all students from the school.

Parent Notification

Parents and guardians will receive an information sheet from the teacher at least one week prior to the trip. Information should include, but not be limited to, the following: costs, arrival and departure time, mode of transportation, lodging arrangements (if applicable), emergency telephone numbers, activities, itinerary, administrator/ teacher-in-charge, and any accompanying adults.

Financial Considerations

1. All field trips funded by the School District must fit within the school's budget allocation for such activity.
2. Staff members may not accept direct compensation from any outside source in relation to any field trip.

Student Participation

Students may be excluded from a field trip by the building principal if:

- 1 the student is deemed a safety or security risk;
- 2 the student fails to return a signed permission slip; or
3. the student is serving a suspension.

Ref: Education Law § 1709

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