

Board of Education Policy

FIELD TRIPS AND EXCURSIONS

The Miller Place School District recognizes the desirability and importance of providing off-campus experiences, i.e. student field trips and excursions, as significant enrichments of the instructional program. The Superintendent of Schools will determine the frequency and content of class field trips. In order to encourage such activities and to provide direction for the proper planning and conduct of such trips, the following guidelines are provided.

A field trip is defined as any school sponsored activity exclusive of athletic competitions that takes place in a location other than on school grounds. The primary purpose of field trips is to provide educational enrichment. 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, the cost involved, weather conditions, and full utilization of transportation. All field trips, therefore, shall be related to the curriculum and instructional programs under study by students. All rules of behavior and conduct are in effect throughout the field trip. Consequences regarding violation of school rules will be consistent with disciplinary codes of the school and school district.

The safety of pupils and staff participating in field trips is of paramount importance. Sufficient numbers of district professional staff members and/or parents must be assigned as chaperones. Specifically, it is generally suggested that the following student: chaperone ratios be employed whenever possible:

- In grades K-5 a student to chaperone ratio of 5:1
- In grades 6-8 a student to chaperone ratio of 10:1
- In grades 9-12 a student to chaperone ratio of 15:1

However, student: chaperone ratios may vary dependent upon nature and location of the field trip. Parents and/or legal guardians may be invited to assist as chaperones, but primary responsibility for student supervision rests with professional staff members.

Whenever possible, chaperones of the appropriate sex shall supervise the students. If students of both sexes participate in the trip, the District will make every effort to have both male and female chaperones supervise the trip.

Transportation for field trips shall be provided in compliance with Board of Education policy. All arrangements for transportation shall be approved by the District's transportation supervisor.

No student shall participate in a field trip without prior written consent of a parent or guardian. Consent forms shall be sufficiently detailed to provide adequate information to parents upon which to make an informed decision including the fact that the trip is school sponsored. The consent forms may include but not limited to the following information – the name, date and purpose of the trip, the destination, the means of transportation, probable time of return, consent to participate, and parents' understanding of certain unforeseen risks associated with trip.

Board of Education Policy

FIELD TRIPS AND EXCURSIONS

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 require alternative transportation of a student back to the point of departure or to the District, District personnel 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.

Out-of-district students shall not participate in school-sponsored trips or excursions. Children of employees shall not participate in field trips unless they are students in the participating group.

All field trips shall be formally approved by the Building Principal and the Assistant Superintendent. Multiple day field trips involving overnight stays or out-of-state field trips must be approved by the Superintendent of Schools and Board of Education prior to any district commitments to such trips.

Prior to approval, the Administration shall consider any local, national or international circumstance that might impact the safety of students and staff on a field trip. All approved field trips will be subject to cancellation by the Superintendent and/or the Board of Education based on changes in world events to ensure the safety of students and staff who plan to participate.

Public funds may only be used for field trips that are part of the District's educational program. At a minimum, the field trip must be considered to be part of the educational program in order for public funds to be used. The Commissioner has prescribed a set of factors for determining whether the trip is part of the educational program, including whether the trip: has been approved as part of the school's educational program; whether the trip occurs during the regular school day and year; whether the trip is recognized for academic credit; the educational objective of the trip and its relationship to the curriculum, whether it is open to all students; whether it provides that students will be subject to the District's code of conduct; and whether the trip reflects input by the board into the content and/or planning of the trip.

Persons authorized to sponsor field trips shall be responsible for accurate financial accounting related to the trip. When approved general fund appropriations are used to support a trip, regular district procedures for such expenditures shall be followed.

District funds will not be used to support school affiliated recreational trips. Student fundraising, donations and the use of student extra-curricular activity funds will be permitted in accordance with applicable State law, District policies and regulations. To the extent it is applicable:

Board of Education Policy

FIELD TRIPS AND EXCURSIONS

1. The major purpose of the trip is related to an approved school extra-curricular or co-curricular activity or sport;
2. Parents of all students eligible to participate are notified and each student has secured the permission of his/her parent or guardian before participating in such activity. Notification is to include the cost of the trip, its itinerary, and arrangements made for chaperones;
3. The District's insurance company is notified of the trip and approves the trip for coverage under the District's liability policies;
4. District funds will not be used to support school affiliated recreational trips. Student fundraising, donations and the use of student extra-curricular activity funds will be permitted in accordance with applicable State law, District policies and regulations;
5. No penalty of any type or degree shall accrue to those students who elect for any reason not to participate; and
6. Student conduct on all school affiliated recreational trips shall be subject to the District's code of conduct.

The District shall obtain written parental/guardian permission for students going on a school-affiliated recreational trip. All overnight and/or out-of-state school-affiliated recreational trips must be approved by the Board of Education.

The Board must approve any exception to, or modification of, the above before approval can be granted.

All students and chaperones shall be instructed prior to a trip as to its purpose, itinerary, and behavioral regulations so that each has a clear understanding of the objectives of the trip and the behavior expected of them as representatives of the Miller Place School District. The Superintendent of Schools shall issue regulations to provide for staff guidance in the implementation of this policy.

Reference: Education Law 1709

Adopted: 12/10/2003

Reviewed: 10/11/2006 02/28/2017 05/31/2023

Revised: 10/11/2006 03/29/2017 06/14/2023