

FIELD TRIPS AND STUDENT TRAVEL

1. CRITERIA

- a. A field trip must be directly related to specific State Standards/Performance Indicators or Milford Instructional objectives where no State Standards exist. As such, field trips of this type should be required as an integral part of the instructional program. The school is responsible to communicate this to parents and be assertive in removing financial barriers. In addition, a field trip may be a part of or extension of an extra-curricular activity or athletic team and as such will meet the quality standards of the district, sanctioning body, or conference.
- b. A field trip should represent a high-quality learning experience that cannot be obtained by other instructional means in the school building.
- c. A field trip must be an integral part of an instructional unit in progress at the time of the trip. A field trip that is well integrated into an instructional unit in progress will have appropriate activities both before and after the trip to prepare students for the experience and process the learning after. The trip should be well structured to assure that students focus on the particular aspects of the trip that produce the desired learning results. For example, students need assistance and structure to obtain the desired results from visiting a museum such as the Franklin Institute.
- d. Field trips should not be concentrated in the spring or fall but spread throughout the school year. There should be specific instructional reasons why there would be more than one field trip in a month, or more than two or three in a school year.
- e. Participation in strictly commercial projects or activities is prohibited.
- f. Performances involving only entertainment purposes are not permitted. Cultural or artistic performances must be related to State Standards in the Fine and Performing Arts.
- g. School day trips shall be scheduled for instructional reasons only. Motivational or reward field trips should be scheduled outside the school day unless there is a compelling reason to schedule them during the school day. The instructional impact on students who are not going on the field trip must be considered with great weight in this decision. Quality instructional activities must be in place for students who do not qualify and for students at other grade levels who are not a part of the reward or motivational program.
- h. Field trips may require no more than four hours of travel for a one-day trip (in addition to the ride to and from the school). Washington, DC, Baltimore, and Philadelphia are all considered to be within this limit.

2. APPROVAL

All field trips of any kind are under the authority and direction of the Milford School District. The principals are responsible for the appropriate plans including safety, efficiency, and economy.

- a. Teacher(s) shall submit the district field trip form to their principal for approval at least a month before the date.
- b. If the trip is over 100 miles, out of state or over night, it must be submitted for School Board approval at least three (3) months prior to the trip.
- c. A detailed itinerary shall be submitted to the principal or School Board with the field trip approval form.

- d. Board or principal approval is required prior to making any reservations, collecting any money, or discussing the trip with students.
- e. After principal approval; document will be submitted to building nurse to document the closest medical facility and initial.
- f. No money is to be paid by students or parents directly to a vendor. All money is to be deposited to the Student Activity Fund. Bills are to be paid from the Activities Fund or other district accounts.
- g. The principal is responsible for quality control of field trips. Each principal shall establish detailed building procedures for field trip approval. The procedures shall be located in the faculty handbook.
- h. School committees should meet annually to sequence and align field trips with the curriculum.
- i. All transportation contracts are to be arranged by the principal through the district Transportation Department.
- j. Field trips are not permitted if it will disrupt state student testing.

3. PARENT PERMISSION

Parent permission is required prior to the field trip, using the district approved form. (Attachment B)

4. SUPERVISION

- a. The determination of an acceptable ratio of chaperones for any given activity is the responsibility of the principal as part of his/her approval of the activity. Factors to be considered include:
 - age of the children involved
 - type of activity
 - distance

The younger the child, the more chaperones needed.
- b. Students are to be under planned supervision at all times.
- c. A description of duties and expectations shall be given to each chaperone. The teacher will direct students to obey the chaperones. The duties of a chaperone are:
 - Keeping the group together and monitoring student behavior.
 - Directing students to act appropriately regarding their manners.
 - Reporting discipline infractions to the teacher promptly.
 - Supervising students to assure their safety and welfare.
 - Directing students to the areas for observation or participation.
 - Assuring that students adhere to time schedules.
- d. The district discipline code is in effect during all school sponsored activities including all field trips. Encouraging students to "dress up" for field trips will positively influence their behavior.

5. FIELD TRIPS OVER 100 MILES, OUT OF STATE OR OVERNIGHT

- a. Field trips are not permitted if it will disrupt student testing.
- b. Field trip approval forms shall be submitted to the Board of Education for approval at least three (3) months prior to the field trip.
- c. A detailed itinerary shall be submitted to the Board with the field trip approval form.
- d. Field trip must be related to a specific instructional objective(s), focusing on an instructional

- unit in progress.
- e. Field trips that extend more than one school day should be scheduled on non-school days (i.e., weekends, holidays, etc.).
 - f. Field trips must be available for all qualified students. Equity concerns may mean providing assistance to students who cannot afford the trip.
 - g. Instructional programs and student organizations such as DECA, FFA, Competition Cheerleaders or approved competitive activities which require regional or national conferences shall be approved by the School Board. As students advance in competitions or conferences, the advisor shall submit the field trip request to the principal along with students' state scores, attendance data, discipline records and current grades. The principal shall decide whether it is appropriate, given this data, to request Superintendent's approval. If the principal chooses to forward the request, the Superintendent will make the final decision regarding the approval for the student(s) in question. It is important to note that the advisor is expected to plan productive lessons for his/her absence to balance the needs of the numerous students attending school with the few students attending the trip for the competition or conference. Advisors may not attend these conferences or competitions unless he/she has students attending.
 - h. Trips that remove a teacher and a few students from the school for more than a day or two are of great concern. Students going on the trip shall receive in writing all of their makeup work from all of their teachers prior to the trip. They shall be given 1.5 times as many days as the trip to make up the work. Arrangements must be made for a quality instructional experience for the students who remain, or the trip should not be approved. A certified or well-qualified substitute teacher shall be scheduled and meet with the teacher to review detailed, written unit plans for the time of coverage. These concerns are eliminated when the extended trip is taken when school is not in session.
 - i. Band Trips: The educational purposes of all band trips include the application of performing arts skills to a different venue, to receive adjudication, the opportunity to compete with other ensembles and to travel to another area as a cultural opportunity.
 - The Band Director is responsible for planning and recommending all band trips for approval by the principal. In developing his/her recommendations, he/she shall consider the input of the Band Boosters.
 - The destinations of out of state or overnight trips must be submitted by the band director and principal to the School Board for approval in July of each year to assure time for planning and fund raising.
 - Band students shall be permitted to miss 3 instructional days every 2 years for competition band trips but no more than 2 instructional days in any given school year without written permission from the Board. The location of competitions shall not be regulated under this policy providing the destination is not outside of the continental United States. The band director must ensure that student participation is adequate to meet competitive standards. Trips are to be carefully planned to ensure that adequate financing is available such that all interested band members may fully participate. Safety considerations for students are a primary concern and must be appropriately addressed. A two-year plan shall be submitted by the Band Director to the Milford Board of Education for approval in August of each school year outlining safety considerations, financing, and travel arrangements/schedules for upcoming band competitions and parades. The Board reserves the right to cancel any student trips at any time should national security concerns warrant such action.

- j. Foreign Travel Trips: Extended trips for foreign language and other instructional areas are intended to apply skills in the context of a cultural experience. The Milford Board of Education does not organize, sponsor, or accept liability for student travel outside of the United States.
- The teacher is responsible for planning and recommending extended trips to the principal, who is the first level of approval for this process.
 - In the interest of the expense of this type of educational experience and conserving instructional time, extended trips should limit the cost and time lost from school. As such, the trips shall incorporate weekends and holidays so that the trip will not lose more than one day of instruction for the students involved.
 - The teacher must plan thoroughly for the lessons of the students who will not be attending the trip, so that their instruction will be impacted as little as possible.
 - Parents and students are responsible for travel arrangements and expenses and are encouraged to fully investigate the credentials of the company or organization they are utilizing for foreign travel.
 - The liability waiver statement, Policy 6113A, must be completed and submitted to the Principal by the parent/guardian prior to any financial commitments being incurred.
- k. For all Out-of-State trips, the travel protocol documentation and notification will be required. The Superintendent or his/her designee will notify the Delaware Department of Education of the following group travel information:
1. Name of group traveling;
 2. Name of person in charge and other chaperones (including their home phone numbers);
 3. Destination, including hotel arrangements, name of hotels, including phone numbers;
 4. Time and date of departure and return;
 5. Mode of travel, including flight numbers and names of airlines, names of bus companies, rentals. Be sure to include all connecting flights, buses, trains;
 6. Travel itinerary (planned stops, housing plans at each stop);
 7. Make arrangements for student and chaperones to be able to access funds in case they are stranded. Chaperones should know what to do to access funds even if they cannot reach someone at the District Office or at the home school;
 8. If hosting a group of students from another state or country, please inform DDOE;
 9. Permission forms are mandatory. Complete information for all students should be obtained and copies provided for the chaperones, the school, and the district office.
 10. If possible, send a laptop with one of the chaperones. Be sure the chaperone has several e-mail addresses available so that it can be provided to emergency officials who may need to contact the chaperones or the home school.
- l. Regulations:
- This process must be managed entirely by the principal and may not be delegated to anyone other than an assistant principal. The principal must sign each form.
 - A building administrator must meet with each person requesting one or more field trips to review the accuracy and completeness of the information listed on the proper form.
 - Trips not submitted on the proper form will not be advanced through the three levels for approval.

- Lack of awareness by the staff member involved is not a reason for which this process will be modified. It is the responsibility of the principal to make the staff aware and guide the process in a timely and accurate fashion.
 - All trips that can reasonably be known and planned for the next school year must meet the timeline below to be approved. The timeline anticipates the busyness that occurs at the end of the school year by starting this process in April.
 - Trips that are not submitted in a timely fashion following all of the guidelines explained in this document will not be approved.
 - The director will meet with the building administrator to review each submitted trip that the principal intends to approve and advance to the next level.
 - Trips not approved at one level will not be advanced to the next level until the concerns blocking advancement are resolved. If they are not resolved, they will not be approved.
 - There is no appeal to this process.
 - All provisions of School Board Policy 6113 must be met, with particular attention to Section 5 Field Trips Over 100 Miles, Out of State or Over Night (which is available online at the Milford School District website. See Section 5 provided below.)
- m. Process and Timeline for processing out of state and overnight field trip approval.
1. Teacher and group requests must be submitted on the proper form by April 10 to be considered for the following school year.
 2. By May 1, the principal or assistant principal must meet with each teacher submitting one or more trips for approval to review the required information, ask questions, make a decision regarding approval of the trip, and advancement to the next level of the process. All anticipated questions, including a projected itinerary, must be answered at this level of the process.
 3. The completed forms must be forwarded to district administration, who will meet by May 15 with each principal to review the submissions for appropriateness, completeness, and accuracy. At this point, corrections and adjustments may be made to enable trip requests to move forward.
 4. Those trips approved by the principals and district administration will be advanced to the School Board for their review by June 10. Issues and questions by individual Board members that can be resolved in time for the processing of the June agenda for the regular Board meeting will be advanced for approval. Those trip submissions that still have unresolved issues at that time will not be approved at the discretion of the principal and district administration. Submissions that have not followed the process in a timely fashion will not be forwarded to the Board and may jeopardize eventual approval.

6. SUBSTITUTES FOR FIELD TRIPS

For field trips that require the hiring of a substitute for a teacher, the group attending the field trip is responsible for funding a Class A Substitute for the period that the teacher will be gone.

ADOPTED: 5/20/96

AMENDED: 3/27/00; 6/23/03; 8/25/03; 5/23/05; 8/22/05/ 12/18/06; 6/25/07; 8/25/08; 11/28/11; 12/19/16;
1/22/24

MILFORD SCHOOL DISTRICT
FIELD TRIP APPROVAL FORM

(Out-of-state to be submitted to the principal by April 10 for School Board approval for the following school year)

SCHOOL: _____ CLASS/GRADE: _____

Check one: OUT-OF-STATE OR OVERNIGHT: _____ IN-STATE: _____

DATE(S) OF TRIP: # of School days missed:		TRIP DESTINATION:	TEACHER(S):
NUMBER OF STUDENTS:	CONTENT AREA(S):		
INSTRUCTIONAL UNIT: TITLE: State Standards/Performance Indicators:		DATES UNIT WILL BE PRESENTED: From: _____ To: _____ COST(S): Transportation: Meals: Other expenses: Total cost per pupil: Total cost:	
Closest Medical Facility (with address & phone #): Nurse Initials: _____			
How will technology be used in preparation for this trip? (Circle one) Internet Virtual Tour Research Video Software Other (specify)			
RELATIONSHIP OF TRIP TO THE STATE STANDARD/PERFORMANCE INDICATORS (purpose of the trip):			
APPROVAL SEQUENCE (indicated by the proper signatures below): Comments: Field trips not approved at one level will not advance to the next level (no appeals).			
PRINCIPAL'S SIGNATURE: _____ DIRECTOR'S SIGNATURE: _____ SUPT'S SIGNATURE: _____ For all out-of-state or overnight field trips, except where a group of students advances in a sequential activity such as a contest. A final cost summary and a detailed itinerary must be submitted 30 days before the trip.			
12/19/16			

