FIELD TRIPS AND EXCURSIONS REGULATION

Field Trips

1. Trips should be of an educational nature and have significant educational value.
2. Trips should be scheduled to minimize the loss of class instructional time.
3. In order to make necessary transportation arrangements, all requests for field trips must be submitted to the Principal at least one month prior to the trip.
4. Exclusions from these limits include residency programs, interscholastic competition, all county and all state musical programs, parade participation and interschool programs.
5. A 150 mile one-way maximum will be imposed.
6. Field trips beyond mile limits may be permitted if reimbursement for gasoline and driver compensation is approved by the Superintendent.
7. Each student must secure the written permission of his/her parent or guardian before participating in such activity. Teachers should distribute forms at least one week in advance of the trip.
8. No student shall be excluded because of the inability to pay the proposed fee. Student's exclusion will occur if:
   a. a student is deemed a safety or security risk;
   b. student is academically ineligible for a recreational field trip; and/or
   c. student fails to return a signed permission slip by the date before the field trip.
9. In the event of inclement weather the decision whether to take the trip will be made by the Superintendent of Schools or his/her designee.

Overnight Travel and Exchange Programs

The following regulations are to be followed for all overnight student travel and exchange programs:

1. To the extent possible, travel should be scheduled for vacation periods to minimize loss of school instructional time.
2. School-sponsored overnight trips shall in most instances be limited to middle school and high school groups, except for the outdoor education program for elementary students at nearby camping facilities. Requests for overnight trips should be made at least three months in advance of the planned event.
3. Prior to initiating any discussion of proposed school travel or exchange programs with students or parents, a preliminary written proposal must be thoroughly discussed with the department coordinator and approved by the Building Principal and the Superintendent of Schools. No fundraising shall take place prior to preliminary approval.
4. Final approval of the Superintendent will be required after details of student participation, confirmed itinerary and costs, chaperones and general parent support are available.
5. Planning of all trips should begin far enough in advance of the proposed trip dates in order that approved fund raising activities may take place if there are students who wish to participate who cannot pay the proposed cost.
6. Trips built around subject or other interest groups will only be approved if at least 75 percent of the eligible students of a clearly definable group participate as indicated by a substantial non-refundable financial deposit.

7. No student shall be denied the opportunity to participate because of inability to pay the proposed fees.

8. Trips to contests or festivals or by athletic; music, or similar groups shall be limited to eligible students as determined by the rules of interscholastic leagues or associations.

9. Each student must secure the written permission of his/her parent or guardian before participating in such activity.

10. Adequate chaperones where appropriate and needed, over and above instructors and advisors who are sponsoring the trip, will be sought on a voluntary basis from parents and the professional staff of the district. There must be a 1-10 ratio of chaperones to students.

11. Parents and students must sign a waiver of liability protecting the school district from claims due to accidents on the trip. District-wide insurance coverage available to students and staff during the regular school session will be made available by the district through its insurance agent for participants in school sponsored overnight trips. The Building Principal will be responsible for submitting the names of participants to the Business Office 30 days prior to the start of the trip.

12. For international travel, special health and accident insurance policies will be purchased by each participant. The district's general counsel will review all travel agency contracts, if requested to do so by the Building Principal through the Superintendent.

13. Transportation not to exceed a one-way distance of 150 miles may be provided on school buses.

14. All costs other than school-provided transportation will be borne by the group or by participants. Additionally, participants will provide a contingency fund for emergency purposes, the unused balance of which will be returned to the participants at the completion of the trip. The contingency fund will amount to 10 percent of the gross cost of the trip and will be under control of and accounted for by the chief faculty advisor on the trip.

15. Eligibility qualifications and an acceptable code of behavior for participating students will be established by Superintendent's regulation.

16. In the event of inclement weather the decision whether to take the trip will be made by the Superintendent.

17. The safety and well being of each student is of primary importance. Therefore, it is imperative that students be properly supervised, to the extent possible, throughout the trip.

   a. Care and concern must be followed in determining the trip's itinerary.

   b. There must be appropriate supervision in hotels/motels, in open space outdoor areas, indoor malls, museums... or like spaces.
18. The following regulations apply to trips where swimming is part of the itinerary.
   a. There must be a certified lifeguard on duty at all times.
   b. The pool must be for Somers use only.
   c. Students cannot have access to the pool without adult supervision.
   d. All chaperones must be present, standing and observing around the pool at all times.
   e. NO student will be permitted in the pool without a signed parent/guardian permission slip stating that he/she is able to swim or have evidence of passing Red Cross swimming/advanced swimmer test.

Medications

The district shall accommodate the needs of students who must take medications during a field trip. Depending on the student’s needs and abilities to administer and carry their own medications, district staff or other appropriate adults (e.g., the voluntary participation of the student’s parents/guardians or a designee appointed by them) may need to be available during the trip for assistance. Regulation 5420-R, Student Health Services Regulation, outlines the requirements and responsibilities for these scenarios. If no district staff or other appropriate adult is available, and if the medication schedule cannot be adjusted by the student’s prescriber, the trip will either be rescheduled or canceled.

Cross-ref: 5420-R, Student Health Services Reg.

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e
Guidelines for Medication Management in Schools (Sept. 2015),

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