

## Instruction

**SUBJECT: FIELD TRIPS****Definitions**

- 1) Walking Field Trip - Trip that involves taking students off school property, but within walking distance, so that transportation is not required.
- 2) Day Field Trip Requiring Transportation - Trip that involves taking students off school property and transportation is necessary.
- 3) Overnight Field Trip - Trip that requires students to remain overnight for one (1) night.
- 4) Extended Field Trip - Trip that requires students to remain overnight for more than one (1) night.

**General Guidelines**

Field trips are authorized only:

- 1) When they are integral to the instructional or co-curricular program;
- 2) When they are planned to help students achieve specified learning objectives; and
- 3) When they are approved through the process described below. Field trips should be scheduled so that lost instructional time in other subject areas is minimized.

Single day trips to athletic events will be administered by the Athletic Director and team coaches. Parent authorization for their children to participate in team sports will, by design, include authorization to travel to "away" games or events, and parents will be notified of team schedules.

Trips for sanctioned athletic events which require overnight stays are considered to be field trips and are subject to the provisions of this regulation regarding overnight or extended field trips with the exception of sectional, state and national athletic playoffs which arise on short notice. In such cases, arrangements will be made between the Superintendent and the Athletic Director. The Athletic Director shall consult with the appropriate Building Principal(s) on the planning of athletic trips.

**FOR ALL TRIPS**

The District will monitor local, state, national and international conditions to identify any such natural and/or man-made conditions which may threaten the safety of students and chaperones. Conditions such as weather conditions, natural disasters, terrorism, states of emergency, unrest and reported violence or threats to safety will be considered as they become known. Discussions related to commencing, continuing or cancelling a field trip will be made judiciously, with safety as the paramount factor.

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**Approval Process**

Approval of a proposed field trip is required before any commitment may be made to students, parents, potential sponsors, agencies or vendors. The authorization to approve or deny proposed field trips is as follows:

- 1) Extended trips, out of state or out of country, must be approved by the Board of Education upon recommendation of the Superintendent.
- 2) Overnight trips in which there will be a loss of instructional time must be approved by the Superintendent.
- 3) All other trips may be approved by the Building Principal.

To initiate the approval process, teachers must submit a preliminary request form to their building administrator. The form shall contain the following information:

- 1) The intended purpose of the trip;
- 2) Estimated number of students participating;
- 3) Number of supervisors;
- 4) Dates and approximate times of the field trip;
- 5) Modes of travel;
- 6) Arrangements for lodging and meals;
- 7) Costs and sources of funding including total cost and cost per student; and
- 8) Any special circumstances pertaining to the trip.

Upon review, the building administrator will approve or deny the request. Where Superintendent or Board of Education approval is required, the request form will be forwarded to the Superintendent for Board consideration no less than two (2) months prior to the date when approval is necessary to finalize plans.

**Parental Permission**

Student participation in a field trip is dependent on the approval of parents. Parents are to receive full details of field trips for which their permission is required, as outlined below.

- 1) At the K-5 level, signed District parent permission forms must be on file with the building administrator in order for a student to participate in a field trip. Where appropriate, a single form may serve to authorize multiple trips, as long as parents receive full, written details on each different trip in advance of each trip.

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- 2) At 6-12 level, a signed District parent permission form must be obtained from each student in order for a student to participate in a field trip. A form must be completed for each trip. There are different permission forms for day and extended trips.
- 3) Written parent and physician permission is necessary for students requiring medication, prescription and/or non-prescription, according to the procedures outlined in the Pittsford Central District Health Manual.
- 4) For overnight trips, upon approval, the teacher shall discuss with parents the rationale for the trip, the destination, duration, costs, requirements for participation, and the safety precautions.
- 5) For extended, out-of-town, out-of-state or out-of-country trips, upon approval, the teacher/administrator shall discuss with parents and students the rationale for the trip, the destination, duration, costs, requirements for participation, and the safety precautions. Parents are required to attend the mandatory information meeting as part of student eligibility to participate in the trip.
- 6) All parent permission forms will be brought on a trip by the teacher. Upon conclusion of the trip, the forms will be kept on file at the school building for one (1) year after the conclusion of the current school year.

## Supervision

Student participation in approved field trips must be adequately supervised by teachers and other qualified adults. The number of supervisors assigned to a trip will be determined after consideration of the following factors: age of students, location of trip, and nature of activity.

Direct supervision on trips will be provided according to the developmentally appropriate age level of the students participating. In those circumstances when direct supervision may not always be provided, parents will be notified through the detailed information provided to them prior to the trip.

Students must be provided supervised transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of a student participating in such event has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or the appropriate school in the District impractical, a representative of the School District shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his/her parent or legal guardian.

## Conduct

The District Code of Conduct will be reviewed with all participating students and supervisors prior to a trip. At the 6-12 grade level, a behavioral expectations statement will be included with the parent permission form for both the parent and the student to sign. For students participating in Athletic field trips both the District Code of Conduct and the Athletic Code of Conduct apply to behavioral expectations.

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Student Behavioral Expectations for Overnight or Extended Trips

- 1) Students are expected to follow all school rules during the trip.
- 2) Students are expected to obtain assignments from their teachers for the classes that will be missed.
- 3) Students are expected to remain on hotel grounds during free time. At the discretion of the chaperone, students may visit each other in rooms during times designated by the chaperone. While visiting, room doors must be fully open.
- 4) All students are expected to follow the plans organized by the chaperones for meals.
- 5) Students are not allowed to distribute over-the-counter or prescription medications to another student. Students requiring medication should be referred to the designated chaperone.
- 6) All occupants of the room must be up and properly dressed before visitors are allowed.
- 7) Students may not leave their rooms after night curfew or before morning wake up (time may vary per day and students will be advised of the times).
- 8) Excessive noise and/or physical roughness in the rooms or hotel corridors will not be allowed.
- 9) Students are not permitted to smoke or use drugs/alcohol.
- 10) Outside phone calls must be made from cell phones.
- 11) No room service, pay-tv, honor bars are allowed.
- 12) The Pittsford Central District is not responsible for the loss of any personal item.

For overnight and extended trips, the Principal or his/her designee will review chaperone procedures and collect the signed procedure document from all supervisors.

Chaperone Expectations

- 1) Chaperones and the teacher/coach-in-charge must be familiar with and follow all District policies that relate to trips. A back up teacher/coach in charge shall be identified. Should there be a request for a chaperone other than a District employee to participate in out of town and/or overnight field trips, such person will be subject to a review and vetting process identified by the Superintendent.
- 2) Chaperones are responsible to provide appropriate supervision for students at all times. Direct supervision will be provided at all times, except in circumstances that have been previously determined and communicated to the parents.
- 3) Chaperones are expected to report infractions of the student expectations to the teacher/coach-in-charge.
- 4) Chaperones are expected to abstain from use of any substance not allowed on school property, (e.g. alcohol and drugs) during the trip, even after the students have retired for the evening.

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- 5) Chaperones are expected to adhere to itinerary and time schedules arranged by the teacher/coach-in-charge.
- 6) In case of emergency, the chaperone will notify the teacher/coach-in-charge and call 911, if necessary. The teacher/coach-in-charge will notify the designated school administrator. The designated administrator will ensure the parents are contacted and will notify the Superintendent of the emergency.
- 7) Should there be a request for a chaperone other than a District employee to participate in out of town and/or overnight field trips, such person will be subject to a review and vetting process identified by the Superintendent.

### **Eligibility**

At all levels, the Building Principal may establish academic and/or behavioral eligibility requirements for field trip participation for those trips not required by course curriculum. Academic and/or behavioral requirements must be communicated with students and parents in advance of trip requests.

### **Transportation**

Adequate transportation must be provided to all event sites including the return trip home. District transportation shall be provided whenever possible, but District-approved private companies may be utilized on special trips.

### **Authorized Field Trip Teacher Procedures**

#### Walking Field Trip

- 1) Parent/Guardian approval - The Pittsford Central District parent field trip permission form must be completed and signed by each student's parent/guardian.
- 2) Trip Roster - The teacher will submit a trip roster including student names, grade, destination, date and time of the trip, to the Principal and school nurse two (2) weeks prior to the date of the trip.
- 3) Students with medical needs - The teacher will meet with the school nurse regarding any students with medical needs that are participating on the trip one (1) week prior to the date of the trip. Procedures for medication administration on field trips are outlined in the Pittsford Central District Health manual.
- 4) Parent Notification - The teachers will provide the following information to the parent(s)/guardian(s): destination, purpose, time and date of the trip several days before the trip.
- 5) On the day of the trip, the teacher will bring the permission forms and a cell phone.
- 6) Upon return, the teacher will return all parent field trip permission forms to the Main Office.

#### Day Field Trip Requiring Transportation

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- 1) Parent/Guardian approval - The Pittsford Central District parent field trip permission form must be completed and signed by each student's parent/guardian *and by the student (secondary only)*.
- 2) Trip Roster - The teacher will submit a trip roster including student names, grade, destination, date and times of the trip, to the Principal and school nurse two (2) weeks prior to the date of the trip. For all out-of-town field trips (exclusive of competitions within Monroe County) the administrator in charge will electronically submit the roster of all students attending with complete contacts information as indicated on the form. If multiple buses are being used for the day field trip, rosters shall be submitted by bus for determination of ridership on each bus. See additional procedures for use of commercial carriers.
- 3) Students with medical needs - The teacher will meet with the school nurse regarding any students with medical needs that are participating on the trip one (1) week prior to the date of the trip, two (2) weeks if a large number of students are participating. Procedures for medication administration on field trips are outlined in the Pittsford Central District Health manual.
- 4) Parent Notification - If the specific trip information is not included on the parent field trip permission form, the teacher will provide that information to the parent/guardian, including destination, purpose, time and date of trip, several days before the trip.
- 5) Transportation - A trip card must be completed, signed by a building administrator, and sent to the transportation department two (2) weeks before the trip.
- 6) On the day of the trip, the teacher will bring the parent field trip permission forms and a cell phone.
- 7) Upon return the teacher will return all parent field trip permission forms to the Main Office.

Overnight Field Trip (One [1] Night)

- 1) Parent/Guardian approval - The Pittsford Central District parent extended field trip permission form must be completed and signed by each student's parent/guardian *and by the student (secondary only)*.
- 2) Transportation
  - a. Using District transportation - A trip card must be completed, signed by a building administrator, and sent to the transportation department two (2) weeks prior to the trip.
  - b. Using other transportation - The teacher must contact the transportation department to obtain a list of approved commercial carriers. A request for commercial carrier forms must be completed, signed by a building administrator and sent to the transportation department one (1) month prior to the trip if a non-approved carrier will be used or two (2) weeks prior to the trip if an approved carrier will be used. See additional guidelines for non-PCSD transportation.
- 3) Parent Notification - The teacher should discuss with parents/guardians the rationale for the trip, the destination, duration, costs, medication policies, requirements for participation, emergency medical procedures, expectations for student conduct, and supervision details including baggage checks, curfews, room checks, and non-direct supervision activities.

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- 4) Trip Roster - Three (3) weeks prior to the date of the trip the teacher will submit to the:
  - a. School nurse - a trip roster including student names and grade; and
  - b. Principal - a trip roster including student names and grade, an itinerary, including telephone numbers at the destination (hotel/motel), chaperone names, and supervision plans, including baggage checks, curfews, room checks, and non-direct supervision activities.
  - c. The principal will electronically file the roster with student/parent/chaperone information on the designated shared file.
- 5) Students with medical needs - The teacher will meet with the school nurse regarding any students with medical needs that are participating on the trip two (2) weeks prior to the date of the Procedures for medication administration on field trips are outlined in the Pittsford Central District Health manual.
- 6) Supervisors - The teacher will arrange a meeting with all the chaperones and the Principal or his/her designee to review assignments, responsibilities and student and supervisor expectations, two (2) weeks prior to the date of the trip.
- 7) Baggage Check - One (1) week prior to the trip, the teacher will make arrangements with the Principal for a student baggage check the morning of the trip.
- 8) On the day of the trip, the teacher will check baggage according to arrangements made with the Principal, bring parent permission forms, rosters and a cell phone.
- 9) Upon return, the teacher will return all parent field trip permission forms and rosters to the Main Office.

Extended, Out-of-State or Out-of-Country Trip

- 1) Parent/Guardian Approval - The Pittsford Central District parent extended field trip permission form must be completed and signed by each student's parent/guardian and by the student.
- 2) Transportation
  - a. Using District transportation - A trip card must be completed, signed by a building administrator, and sent to the transportation department two (2) weeks prior to the trip.
  - b. Using other transportation - The teacher must contact the transportation department to obtain a list of approved commercial carriers. A request for commercial carrier forms must be completed, signed by a building administrator and sent to the transportation department one (1) month prior to the trip if a non-approved carrier will be used or two (2) weeks prior to the trip if an approved carrier will be used. See additional procedures for commercial carriers.
- 3) Parent Notification - The teacher will conduct a mandatory informational meeting to discuss with the parents/guardians the rationale for the trip, the destination, duration, costs, medication policies, requirements for participation, emergency medical procedures, expectations for student conduct,

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and supervision details including baggage checks, curfews, room checks, and non-direct supervision activities. If a parent is unable to attend the mandatory meeting a separate meeting must take place with the building administrator/designee prior to a student attending the trip. Parental signature verifying the attendance at mandatory meetings is required.

- 4) Trip Roster - Three (3) weeks prior to the date of the trip the teacher will submit to:
  - a. The school nurse - a trip roster including student names and grade; and
  - b. The principal - a trip roster including student names and grade, an itinerary, including telephone numbers at the destination (hotel/motel), chaperone names, and supervision plans, including baggage checks, curfews, room checks, and non-direct supervision activities.
  - c. The principal will electronically file the roster with student/parent/chaperone information on the designated shared file.
- 5) Students With Medical Needs - The teacher will meet with the school nurse regarding any students with medical needs participating on the trip one (1) week prior to the date of the trip, two (2) weeks, if a large number of students are participating. Procedures for medication administration on field trips are outlined in the Pittsford Central District Health manual.
- 6) Supervisors - The teacher will arrange a meeting with all the chaperones and the Principal or his/her designee to review assignments, responsibilities and student and supervisor expectations, two (2) weeks prior to the date of the trip. Lead chaperones and backup leads will be identified and noted on the roster.
- 7) Baggage Check - One (1) week prior to the trip, the teacher will make arrangements with the Principal for student baggage checks the morning of the trip.
- 8) On the day of the trip, the teacher will check baggage according to arrangements made with the Principal, and will bring parent permission forms and a cell phone on the trip.
- 9) Upon return, the teacher will return all parent field trip permission forms to the Main Office.

**Additional Procedures for use of Commercial Carriers:**

- 1) Electronic submission of rosters to the designated District shared drive file will include emergency contact information for each student.
- 2) Registrars must uniformly code the absence for field trip attendance.
- 3) If multiple means of transportation are used (buses, planes, trains, etc.) rosters should be submitted per vehicle to assure the District is aware of the specific roster of students and chaperones for each.
- 4) When weather is a concern, in addition to outside vendor recommendations regarding safety (e.g. bus company GPS) the PCSD Director of Transportation will review any ground routes



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by using resources such as 511NY, or thruway Authority, digital resources, etc. for the entire route. Recommendations will then be made to the Building Administrator and Superintendent regarding conditions and feasibility of commencing, continuing or cancelling the trip. When the District closes all schools, all ground transportation trips are cancelled.

- 5) If commercial bus transportation is used, the Director of Transportation will conduct a safety inspection and present findings to the building administrator and Superintendent. The confirmed bus route will be submitted at this time.
- 6) Use of other transportation on (trains, planes) will follow procedure 1-3 in this section. In addition, when weather is a concern the PCSD Director of Transportation, building administrator and Superintendent will review information provided by the transportation vendor and weather resources (advisories, digital resources, etc.) for the entire route in order to determine the feasibility of commencing, continuing or cancelling the trip.