

## FIELD TRIPS

A field trip shall be defined as a planned, supervised, educational activity outside the school building, which is closely correlated with school curricula. A field trip may range from a trip of brief duration in the immediate area to trips that are extended beyond the limits of the local community. It becomes an official trip subject to this policy and administrative regulation when it is sponsored or sanctioned by the Board of Education. Sponsored field trips are those which are directly related to the curriculum, independently funded or funded by the district and which count as attendance upon instruction. Sanctioned field trips are those which are deemed appropriate by the district, are independently funded but which do not count as attendance upon instruction.

Well-planned, age-appropriate field trips that provide common educational experiences, enhance subject matter and stimulate interest in learning are approvable.

The following guidelines will be in effect to promote equal access to field trips and assure student safety:

1. The cost of participation in an educational field trip must be minimal for the student and for the school district
2. When planning for a field trip which requires an expense for the student, consideration is to be given for the ability of the students and their families to afford the trip. The planning should be especially sensitive concerning economically deprived students who may exclude themselves from participation in a trip the majority of students may readily afford.
3. No field trip may be planned if it can be reasonably assumed that certain students would be unable to participate due to financial limitations of the individual family, unless a suitable source of funding can be secured to defray the cost of the trip.
4. A student's financial inability to pay the cost of a trip as determined by the building principal shall not be cause for exclusion from a trip.
5. Students participating in a field trip shall travel to and from the activity in a school district-owned vehicle, a bus supplied by a firm under contract with the Board of Education, or a common carrier approved by the Board of Education. Travel to and from activities in vehicles owned by students, by staff, or any other private party is strictly forbidden when public transportation is provided.

### Field Trips (Continued)

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:

the parent or legal guardian of a student participating in such event has provided the district with written notification consistent with district policy, authorizing an alternative form of return transportation for the student; or intervening circumstances make such transportation impractical.

When intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical for a student, a representative of the district shall remain behind until such student's parent or legal guardian has been contacted and informed of the intervening circumstances and the student has been delivered to the student's parent or legal guardian by the representative of the district.

Persons acting in parental authority may provide transportation for their own children to and from a field trip. Persons acting in parental authority may permit their children to be driven to and from a field trip by another person provided that the parents submit a written request to the school principal using the form annexed to this policy as Schedule A.

Students may be transported by school employees only when public transportation is not provided by the district. The employee must complete a written form provided by the school principal when transporting students with the permission of the school principal. A copy of the form is annexed to this policy as Schedule B.

6. Students who are excused from physical education or who receive special transportation to and from school due to a disability are not permitted to participate in a field trip unless one of the following conditions apply:
  - A. The student is accompanied for the duration of the field trip by a parent/guardian or a person in parental authority who has notified the school in writing of that person's willingness to supervise the student on the field trip (a copy of the form is annexed to this policy as Schedule C); or
  - B. The attending physician who gave the order to excuse the student from physical education and/or to request special transportation certifies that the student is medically capable of participating independently in the field trip activities without the need for special or individual supervision and/or accommodations. The completed and signed form must be received by the school no later than 48 hours prior to the departure time of the trip. Incomplete or altered forms will not be accepted. (A copy of the form is annexed to this policy as Schedule D.)

**Field Trips (Continued)**

- C. The superintendent of schools will have the authority to make decisions about field trip participation concerning special conditions that may be presented to the school principal by students, parents or guardians.

The superintendent will issue specific instructions regulating field trips and the procedures to be followed by staff and administration.

Policy Adopted:  
 October 20, 1975  
 Supersedes Policy Adopted:  
 August 28, 1973  
 Policy Revised:  
 February 28, 1983  
 Policy Revised:  
 September 21, 1987  
 Policy Revised:  
 March 19, 1990  
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 July 13, 1992  
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Policy Reviewed:

PATCHOGUE-MEDFORD SCHOOLS  
241 South Ocean Avenue  
Patchogue, NY 11772  
(631) 687-6300

**PARENTAL AUTHORIZATION FOR**

This form may only be completed by a child's parent or legal guardian. Authorization provided by any other person will not be recognized by the District.

**TRANSPORTATION OF CHILD IN PRIVATE VEHICLES**

I, \_\_\_\_\_ am the \_\_\_\_\_  
(Full Name) (Circle Appropriate Item)  
of \_\_\_\_\_, a student at the \_\_\_\_\_

School who resides at \_\_\_\_\_.

As the person in legal parental authority, I authorize the Patchogue-Medford School District to transport my child in a private vehicle operated by \_\_\_\_\_  
(Full Name)  
for the purpose and on the dates indicated below:

Dates: \_\_\_\_\_

Purpose: \_\_\_\_\_  
(Include Destinations)

I understand that by this authorization, I agree to release the District and its employees and other representatives, individually, from any claim I or my child may have arising from such transportation.

\_\_\_\_\_  
Signature of Parent of Legal Guardian

(For District Use)
Action taken by principal to verify signatures:
_____
_____
_____

**Schedule B**

**PATCHOGUE-MEDFORD SCHOOLS**  
**241 South Ocean Avenue**  
**Patchogue, NY 11772**  
**(631) 687-6300**

**AUTHORIZATION TO TRANSPORT STUDENTS  
FOR THE SCHOOL YEAR \_\_\_\_\_**

This form may only be completed by an employee of the Patchogue-Medford School District. No other person is authorized to submit this form.

I, \_\_\_\_\_ request authorization from the Patchogue-Medford School  
(Full Name)

District to transport Patchogue-Medford students in a private vehicle for the purpose and on the dates indicated below:

- Dates:
- Purpose: (Include Destination)
- List name(s), grade level, and school of student(s) to be transported :

Further, to assist the District in making a determination, I certify the following information as being true and correct:

Home address:

Home telephone number:

School \_\_\_\_\_ Position

**Vehicle Information:**

Description of vehicle to be used (include vehicle make, model, year, identification number, and number of passengers allowed):

Vehicle last inspected on:

Vehicle inspection number:

(Continued on reverse...)

**\*Driver's License:**

Employee's New York State license number:

License expires:

Description of all traffic violations incurred during the past two years and which may now be

pending (do not include parking tickets):

List all license restrictions (i.e., corrective lenses, etc.):

**\*Registration:**

Name of registered owner:

Registration expires:

Vehicle license plate number:

**\*Insurance Information:**

Insurance policy number:

Insurance policy expiration date:

**\*\*\*\*A COPY OF EACH DOCUMENT MUST BE  
ATTACHED TO THIS APPLICATION.**

Should this application be approved, I understand that I will be the only person authorized to drive the above-described vehicle when transporting District pupils. Further, I agree to comply with all District policies and procedures governing such matters and to apprise the District immediately of any changes to the details noted on this form.

Employee's Signature

Date

**(For District Use Only)**

Approval Recommended:

Principal

Date

Abstract Cleared:

Transportation Supervisor

Date

Approval Granted:

Assistant Superintendent for Instruction

Date

Revised 11/01

Schedule C

**PATCHOGUE-MEDFORD SCHOOLS**

241 South Ocean Avenue  
Patchogue, NY 11772  
(631) 687-6300

**FIELD TRIP SUPERVISION  
PERSON IN PARENTAL AUTHORITY  
PERMISSION SLIP**

**Parent to complete:**

I, \_\_\_\_\_, parent/guardian of

give \_\_\_\_\_ permission \_\_\_\_\_ to \_\_\_\_\_ have  
provide

necessary supervision and accommodations for my child, due to a medical condition, while my child is

attending a field trip to

on \_\_\_\_\_.

Signature \_\_\_\_\_ Date

Print Name \_\_\_\_\_ Telephone Number

**Person in Parental Authority to complete:**

I, \_\_\_\_\_, agree to provide necessary supervision  
and \_\_\_\_\_

accommodations for \_\_\_\_\_, due to a medical condition, for a  
field

trip to \_\_\_\_\_ on  
.

Signature of Person in Parental Authority\_\_\_\_\_Date

Print Name\_\_\_\_\_ Telephone Number

**Schedule D**

**PATCHOGUE-MEDFORD SCHOOLS**

241 South Ocean Avenue  
Patchogue, NY 11772  
(631) 687-6300

**FIELD TRIP MEDICAL CLEARANCE FORM**

**School to complete:**

Name of student\_\_\_\_\_ Grade\_\_\_\_\_ School

Address

**Field Trip:**

Location:\_\_\_\_\_ Date

Length:

Activities:

**Parent Statement:** I certify that no special and/or individual supervision or accommodations will be needed for my child on this trip.

Signature

Date

**Attending Physician:**

Name \_\_\_\_\_Telephone Number

Address

This is to certify that \_\_\_\_\_, who is under my care for

\_\_\_\_\_, is medically-capable of participating fully in the above field trip activities, with no need for special and/or individual supervision or special accommodations.



Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

License # \_\_\_\_\_

Address \_\_\_\_\_

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## **Administrative Regulations**

### **FIELD TRIPS**

Field trips are beneficial when they generate interest in the topic under study and enhance the learning that takes place in the classroom. Field trips are an excellent way to integrate culturally relevant pedagogy into the curriculum. However, they require a high degree of selectivity on the part of teachers and administrators. The worth of the field trip should always be judged by comparing it with the value of the missed classroom instruction time.

Special rules governing school field trips are:

- A. There must be a direct relationship between the students' course of study and the purpose of the field trip. If this relationship cannot be established, the trip will be considered a recreational trip which may be sanctioned but not sponsored by the school district.
- B. The planning of educational field trips must include provision for pre and post-trip classroom activities. A description of introductory and follow-up activities should be submitted as part of the field trip application.
- C. All field trips are subject to the advanced written approval of the principal and the assistant superintendent for curriculum and instruction. Secondary school field trips also require the advanced written approval of the appropriate academic director. Approval will be secured from the assistant superintendent for curriculum and instruction 30 days in advance of any planning with the students. The assistant superintendent of curriculum and instruction will maintain a monthly record of field trips.
- D. No trip will be approved if the trip conflicts with the state-mandated testing calendar.

- E. Transportation for field trips may be provided by district-owned vehicles, contracted buses, or public carrier (railroad, ferry, bus).

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**Administrative Regulations (Continued)**  
**Field Trips (Continued)**

- F. The Assistant Superintendent for Business or designee will submit a list to the principals containing company names for acceptable public carriers (railroad, ferry, bus). This submission is due by September 10 of each year. Exceptions are to be approved only by the Assistant Superintendent for Business or designee.

- G. Minimum supervision by adults known to the principal will consist of the following:

Grades (PreK-K) - 1 adult for every 6-8 children

Grades (1-2) - 1 adult for every 10-15 children

Grades 3-12 - 1 teacher for each class

NOTE: Additional supervision may be necessary depending upon the nature of the trip.

- H. Adults listed as supervisors or chaperones must ride the bus or train or ferry to and from the destination with the student passengers. Adults not traveling with the students may not be counted to meet the minimum number of chaperones required in item G above.
- I. From among the teachers accompanying the students on a field trip, one will be designated as the lead chaperone. This teacher is expected to be well qualified and knowledgeable about district policies and regulations. The principal of the school sponsoring the field trip will meet with the lead chaperone to ascertain familiarity with regulations, emergency procedures, and the site to be visited.

**Administrative Regulations (Continued)**  
**Field Trips (Continued)**

- J. The teacher responsible for a field trip will confirm that each child has received prior written permission from the parent to participate in the field trip. The following form will be available in each school and is to be completed by the parent of each student taking the trip:

-----  
 PATCHOGUE-MEDFORD SCHOOLS

School Building\_\_\_\_\_

Teacher\_\_\_\_\_

Pupil's Name\_\_\_\_\_

I hereby grant permission for the above student to participate in the trip to

\_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_ (Date)

Place of departure and return\_\_\_\_\_

Time of departure\_\_\_\_\_

Estimated time of return\_\_\_\_\_

Approximate cost of trip\_\_\_\_\_

I understand that money paid for this trip may not be returned if the trip is canceled due to an emergency, and the school district is not fully reimbursed by companies involved.

\_\_\_\_\_  
 Telephone number to be called  
 in emergency. (Please note time  
 of trip.)

\_\_\_\_\_

\_\_\_\_\_  
 Signature of Parent or Guardian

(Date)

- 
- K. Collection and distribution of fees connected with the field trip will be handled according to acceptable procedures outlined by the Assistant Superintendent for Business or designee. The money will be placed on deposit with the principal and disbursed to the teacher on the day the trip is to be taken or upon receipt of appropriate invoices.

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**Administrative Regulations (Continued)**  
**Field Trips (Continued)**

- L. A limited amount of money may be taken by the pupil on field trips for spending on souvenirs and luncheon (if luncheon is necessary). Money for these purposes will be thoroughly discussed in class by pupils and teachers before the field trip is taken and parents will be notified of the guidelines. Again, to ensure total participation and to avoid embarrassment, no minimum or maximum amounts should be specified, but guides should be established.

- M. Participant Attendance Accounting

On forms provided by the school district (a supply will be maintained in each principal's office), the lead chaperone for each bus, ferry, or train car will maintain an accounting of attendance. The forms will contain a listing of passengers by name and telephone number. The telephone number to be listed on the form should be the number where the parent may be reached during the time of the trip. If the trip takes place during work hours, it is preferable to list a business phone. If the trip is not during work hours or extends beyond work hours, the home telephone number should be listed.

It will be expected that attendance counts will be taken twice:

1. Outbound - before the bus leaves for the destination.
2. Inbound - before the bus leaves for the school.

Additional attendance counts will be taken on each occasion during the trip when passengers change the mode of public transportation.

Photocopies of the attendance listings taken on the trip by each lead chaperone will be left with the building principal.

In time of emergency an administrator acting in charge of affairs will have the certainty of knowing that a roster of the trip participants may be obtained by going to the principal's office.

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### **Administrative Regulations (Continued) Field Trips (Continued)**

#### **Trips Involving Students Excused From Physical Education Or Who Receive Special Transportation Due to a Disability**

Students who have a medical excuse from participation in physical education and students who receive special transportation due to a disability will be allowed to attend field trips under certain conditions. Administrators should review Board of Education Field Trip Policy #6153, Page 2, Number 6 (A), (B) and (C).

#### **Recreational Trips**

From time to time trips which can be classified only as recreational in nature may be deemed appropriate by the school principal. When such an instance arises, the principal will observe the rules which apply to educational field trips.

The following additional rules will apply to recreational trips:

1. Application for approval will be made to the assistant superintendent for curriculum and instruction.
2. Recreational trips may not be taken during school hours.
3. Recreational trips will be taken only on those days which are followed by a weekend, holiday, or vacation.

#### **Athletics**

The secondary schools of the district participate in a complex schedule of competitions with other schools. The director of athletics will schedule all transportation for athletic teams for the entire season of competition. Athletic competition during the season are not considered field trips.

### **Trips Requiring Board of Education Authorization**

Trips to be taken for more than one day, where one or more nights must be spent away from home, require separate regulations. For such trips a meeting involving the assistant superintendent for curriculum and instruction, and the principal will be held for planning purposes. Special conditions will be established for such trips and will include obtaining a resolution of authorization by the Board of Education.

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### **Administrative Regulations (Continued)**

#### **Field Trips (Continued)**

#### **Trips Requiring Board of Education Authorization (Continued)**

In addition to trips requiring overnight stay, Board of Education authorization is required for all trips outside of New York City and sanctioned trips that result in missed classes. (Notification of trips requiring Board of Education authorization must be submitted two months in advance.)

### **Trips for Contests, Competitions and Music Festivals**

Student travel in relation to participation in contests, competitions and music festivals should comply with the guidelines issued by the National Committee on Contests and Activities of the National Association of Secondary School Principals (NASSP National Advisory list of Contests and Activities).

### **Response In Emergency**

When a principal or any other administrator is called by police to be informed that a bus accident or other serious emergency has occurred, the principal will observe the following procedure:

1. Telephone the superintendent of schools, or the assistant superintendent or other district office administrator standing duty.
2. Only after reaching a district administrator, go directly to the school office. (The school office will serve as the command post and should be the first place occupied by an administrator.) The principal should not go to hospital emergency rooms.

Upon arrival at the school office, the principal will assemble appropriate attendance documents (which should be on top of the desk) and await further instructions. Keep a line free for incoming calls.

3. The superintendent of schools, assistant superintendent, or district office administrator standing duty will take the following action:
  - a. Call assistant principals or other staff and send them to hospital emergency rooms.

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**Administrative Regulations (Continued)**

**Field Trips (Continued)**

**Response in Emergency (Continued)**

**3. (Continued)**

- b. Telephone other school administrators or staff who may reside near a hospital to go to the emergency room.
  - c. Telephone appropriate other principals or staff to go to the aid of the principal who has established a command post at the school.
  - d. Telephone appropriate other administrators or staff to report to the scene of the accident.
  - e. Telephone the president of the Board of Education to advise of conditions and to suggest where assistance is needed if the president is able to offer it.
  - f. Call an appropriate secretary to report to the principal's office.
  - g. After the above-mentioned calls have been made, report to the principal's office.
  - h. Authorize the system and the message of instruction to be telephoned to the persons in parental authority.
4. Assistant principals or other staff reporting to the emergency room of a hospital are to call the principal's office at the school to open a line of communication. Give the principal a telephone number of a lobby pay phone or other phone where constant communication may be maintained between the principal and the hospital. The assistant principal at the hospital should obtain the participant

attendance rosters so that comparison with the principal's may begin as soon as telephone contact is opened. While at the hospital, the chief functions of duty are:

- a. Keep an open line of communication with the principal's office.
- b. Maintain an accurate listing of passenger patients.

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**Administrative Regulations (Continued)**

**Field Trips (Continued)**

**Response in Emergency (Continued)**

**4. (Continued)**

- c. Arrange for accurate information to be received by parents.
  - d. Upon completion of duties, bring to the principal's office all appropriate details.
- 5. Persons reporting to the scene of the accident should remain at the scene until all vehicles and persons have been safely removed. The persons should then report to the principal's office for further instructions. If more than one school official arrives at the scene, one of the persons should maintain a telephone communication with the principal's office. (Go to a nearby home and make a collect call.)

If it is reasonable, the property of the passengers or of the school district should be collected prior to the act of having the vehicle towed away.

- 6. Action will be taken to employ district vehicles equipped with 2-way radios. The first such available vehicle will be located at the scene of the accident; the second in the immediate vicinity of the principal's command post; the third at a mid-point between the scene of the accident and the principal's command post to boost the volume of communications if a long distance is encountered; others, if available, may be dispatched to the immediate vicinity of the hospital emergency room(s).

If the vehicle operated by the superintendent of schools becomes involved in the communications system, the superintendent of schools will determine which post is most appropriate to assume.



7. The principal will create a log for the location of all students who are delivered to various points in time of emergency. The log will include notations for the release of students in the custody of parents or the release of students in the custody of a responsible adult who has been assigned to take the student home.
8. When the emergency has passed (the accident scene has been cleared; emergency room activities have ceased), all staff should report to the principal's office to be debriefed.

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**Administrative Regulations (Continued)**

**Field Trips (Continued)**

**Response in Emergency (Continued)**

9. Within one week after an accident has taken place, the principal will hold a meeting with all who responded to the call for help to determine what modifications, if any, should be made in these regulations.

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October 23, 2023

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