

## FIELD TRIP POLICY

### I. Definition

A field trip is a School District activity, involving students, which takes place away from the traditional school setting. Included are all events and activities outside of the school for which participation, cooperation or support of activity is under the control of the school Principal. The Board of Education recognizes that student participation in field trips and excursions primarily serves to provide enrichment in the instructional program. When a field trip is considered, it must be examined to assure that:

- A. Objectives supporting the curriculum, NYS Learning Standards or the activities of school-sponsored organizations or athletic teams will be served and
- B. The trip is appropriate to the level of maturity of the students.

### II. Student participation

#### A. Academic Requirements for Field Trip Participation

- 1. Students are responsible to make arrangements for all missed work prior to the field trip.
- 2. If a student is failing two or more subjects, or in danger of not graduating, that student will not be eligible to participate in the non-curricular field trip experience.
- 3. Four weeks prior to the trip, a student who is at risk of being academically ineligible to participate will meet with the Principal to discuss final status and parents/guardians will be notified.
- 4. In cases where a student(s) have been denied participation, the parent(s) have the right to review student's records with the Principal prior to the trip.

#### B. Behavioral Requirements for Field Trip Participation

- 1. The Principal will conduct a comprehensive review of student discipline records for the school year in determining one's eligibility to participate.
- 2. With regard to non-curricular field trips, a student will not be permitted to attend if s/he has been suspended in/out of school for a total of 5 or more days during the school year.

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- a. Elementary School: Generally, in a period not to exceed 4 weeks prior to the trip, 3 behavioral detentions, or 3 behavior referrals (classroom, cafeteria, bus) or 1 suspension will render a student ineligible to attend the field trip.
  - b. Jr. High School: Generally, in a period not to exceed 4 weeks prior to the trip, 2 administrative detentions, or 1 in or out of school suspension will render a student ineligible to attend the field trip.
  - c. Sr. High School: Generally, in a period not to exceed 4 weeks prior to the trip, 2 administrative detentions, or 1 in or out of school suspension will render a student ineligible to attend the field trip.
- C. Parental Authorization:
1. Prior to the trip, the organizer must have in his/her possession the following forms:
    - a. Parental permission slip
    - b. Medical Authorization Forms for each student participant.
  2. It is recommended that an informational meeting for students and their parents, to include a discussion of student responsibilities and scheduled trip activities, be held prior to all overnight trips. Such a meeting is mandatory prior to foreign trips.
  3. When a student does not attend because of a lack of parental permission, disciplinary reasons or other circumstances, the student is required to attend school (on field trip days) where an alternative assignment will be offered.
- D. Refunds for any trip cannot be guaranteed!
- III. Field Trip Planning:
- A. Local Field Trips:
1. All field trips that occur within the same day require prior approval from the Principal and Superintendent. A minimum of two weeks' notice is required except in unusual circumstances.
  2. Scope of the trip must include the following:
    - a. date and time of trip;
    - b. tentative itinerary showing objectives to be met;
    - c. and approximate cost per student.

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3. No collection of fees, promotion, collecting or making deposit, or securing of permission is to be done prior to properly securing Superintendent and/or Board of Education approval for a field trip.
  4. When transportation is planned for a school field trip, the teacher in charge must submit request a minimum of 30 days in advance.
  5. The transportation supervisor will keep a “trip calendar” in his/her office of all trips. When a conflict occurs, creating a day with an unmanageable number of field trips, the rule of first-come-first-serve will apply.
  6. Buses will be filled to capacity for trips whenever possible.
  7. Teachers/chaperones will work cooperatively with the transportation department to establish a field trip schedule that would permit adequate travel time, as well as time for the scheduled program. In no instance should the travel time exceed the amount of time of the program.
  8. All field trips that have male and female students must have at least one female and one male chaperone. Rare exceptions to this rule may be approved by the Superintendent.
  9. The number of chaperones will be governed by the nature of the activity and the age of the students, with the safety of the students our main priority.
  10. For the safety of the students and chaperones, no situation should be permitted in which one chaperone and one student are alone together.
  11. At the conclusion of a trip, chaperones will remain until all students are picked up by parent or guardian.
  12. Teachers, chaperones, bus drivers and students are expected to adhere to the district Code of Conduct, thus providing good ambassadors representing Waterville Central School District.
- B. Overnight Field Trips, the following additional rules apply:
1. All overnight trips are subject to approval by the Superintendent and the Board of Education. A minimum of 90 days’ notice is required except in unusual circumstances.
  2. Established curfew and meeting times must be observed.

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3. Boys will not be permitted in girls' rooms, and vice versa, without the supervision of a chaperone.
  4. Appropriate sanctions will be imposed for prohibited behavior; a student may be sent home at his or her parents' expense for exhibiting serious misbehavior, including but not limited to the possession or use of illegal substances (including but not limited to e-cigarettes, cigarettes, juuls, drugs, etc.) or alcohol and the violation of an established meeting time or curfew.
  5. Chaperones will follow the medical advice of licensed physicians in the event of a medical emergency. In all instances, the student's parent will be contacted as soon as possible.
  6. If the parent is contacted prior to the implementation of medical procedures, the parent shall assume decision-making responsibilities concerning treatment.
  7. If a student's parent cannot be contacted and, in the opinion of the attending physician, delay would jeopardize a student's life or health, the chaperone will exercise the authority granted by the Medical Authorization Form completed by the student's parent
- C. Out of Country/Foreign Travel, the following additional rules apply:
1. All Foreign trips are subject to approval by the Superintendent and the Board of Education. A minimum of 90 days' notice is required.
  2. Federal Funds will not to be used for any out of country trips.
  3. Students involved in out of country trips will be expected to behave in an exemplary manner at all times and comply with the Code of Conduct.
  4. Foreign travel by students accompanied by staff will be permitted during the vacation periods of the academic year and shall not cause students to miss more than a total of two school days, either before or after the vacation period.
  5. Foreign travel endorsed by the school district will only include students who are enrolled in the district.
  6. Reports on out of country trips will be given to the Superintendent within 30 days after trip has been concluded.

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7. The office of the Superintendent may exercise discretion to limit foreign travel should the circumstances of “world conditions” be evaluated to be “unsafe.”

#### VII. Insurance

- A. All school sponsored field trips are covered for liability under the school insurance program to the extent provided in New York State Insurance Law and applicable school insurance limits.
- B. Individuals injured while being transported by school bus would be covered under individual automobile no fault as primary coverage. If no such coverage exists, then coverage would be under the school insurance policies.
- C. The district will provide the following insurance coverage to afford the school district appropriate protection in regard to foreign travel for students/staff in accord with this policy:
  1. The district's existing general and excess liability policies will apply in the same manner to foreign travel, covering the district, Board of Education, staff and volunteers. If required, a separate liability policy for student travel will be obtained providing the same coverage and limits as the district's existing liability policies.
  2. The school district’s liability policy will apply on a world-wide basis. The insurance company must receive prior notice from the administration specifically noting the countries to be included. Such notification is to be provided to the insurance company 90 days prior to the embarkation date.
    - a. Parents will be notified of any coverage offered by the travel company for their consideration, if the district is so notified.
    - b. Parents will be encouraged to contact their health insurance carrier to confirm the coverage for their children in the country to which they will travel.
    - c. Insurance coverage, whether for liability or trip accident, applies only to those persons identified in the policies. Other parties are welcome to purchase insurance coverage on their own.

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Waterville Central School District

Cross Ref: Student Medications Policy and Code of Conduct Policy

Adopted: 06/11/19\*