

FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the need to provide off-campus experiences that will enhance the educational program of the school system. Field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that make it possible for students to gain a better understanding of the materials which students read and use in the educational program, a better understanding of and opportunity to experience the fine art offerings of the community, a better appreciation of the heritage of the community, an increasing awareness of some of the important problems and issues which face the community and an appreciation of the complexity of community life, and a realistic opportunity to study the democratic way of life as it is expressed in the structure of the local and state governments. A field trip is any travel by students to a location other than their normal school building that is conducted by an employee within the scope of her or his job responsibilities regardless of whether it occurs during normal class time.

All field trips must be approved by the Superintendent of Schools. Including field trips that require overnight stays, out-of-state travel, travel to New York City and one-day trips to Canada. Any field trip may be canceled if, in the opinion of the Superintendent or designee, a dangerous situation has developed that would jeopardize the health or safety of the students or adults participating in the trip. In the event of such a cancellation, the District would not be liable for any costs incurred.

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation. In order to make necessary transportation arrangements, all requests for field trips must be submitted to the appropriate Building Principal at least one week prior to the trip date.

Students will not be denied participation in any school field trip because of inability to contribute financially. A reasonable attempt will be made to accommodate students with special health needs and who are eligible to participate in approved field trips.

Each student must secure the permission of his/her parent or guardian before participating in such activity. Students on field trips remain must adhere to the Code of Conduct and Discipline Policy and are subject to its rules and regulations.

The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Superintendent.

All staff members planning a field trip are advised that the district's insurance plan covers field trips under the contract policy for those activities, which are specific to the purpose of the trip.

Adequate chaperones shall be provided for each trip, but in no event shall more than one district teacher per 10 students be used for chaperone purposes. Notwithstanding the above, in the event of a curriculum-related trip, an elementary level teacher shall be permitted to chaperone his/her class regardless of the number of students. Any elementary teacher or special education teacher may accompany his/her students in his/her class.

Travel for the purposes of competition or performance associated with a club or group sanctioned by the District shall not be considered a field trip but will be approved by the Superintendent in a reasonable time period prior to the event.

1st Reading: October 16, 2017

Adoption date: November 20, 2017