

Since costs make full student participation improbable, the school district will not sponsor or co-sponsor any private foreign or domestic trip or tour. This means that travel or tour announcements will not be made over the public address system in classrooms or in the school generally.

District employees who participate as chaperones or tour guides on their own time in non-profit foreign or domestic study or recreational tours or trips should make it clear to students and parents that their involvement is private and that they are not acting as representatives of the school district.

Such employees will have the same rights to advertise in school publications, use designated bulletin boards, and contract for the use of school facilities as are accorded to other non-profit enterprises or organizations in the community.

SCHOOL RELATED STUDENT TRIPS

School related student trips that contribute to the educational experience are encouraged. A field trip is defined as an activity in which students, under the supervision of a District employee, leave their school of attendance to participate in that activity and return at the conclusion of the activity. Student trip requests must be initiated by members of the faculty and are subject to the prior written approval of the building principal.

The preferred method of transporting students is by school vehicles and school bus drivers. In certain instances, however, public transportation or private vehicles may be used. When non-school transportation is used, arrangements must be approved by the building principal and the Assistant Superintendent for Support Services or his/her designee.

Trips using school buses will usually be limited to points within a 40-mile radius of the school. Exceptions will be rare since school vehicles are not usually available before 9 A.M. or after 2 P.M. Exceptions must be authorized by the Assistant Superintendent for Support Services. Trips will be requested by building principals or Athletic Director and will be scheduled by the Transportation Supervisor as bus and driver availability permits.

Trips using public service transportation will normally be limited to a single eight hour day. Trips extending beyond eight hours will be limited to older children (grades 5-12). Overnight trips are subject to approval by the Board of Education upon the recommendation of the Superintendent of Schools. All field trips using public transportation require signed parental permission.

No less than one adult for every 15 students must be available to chaperone field trips. Parents or other adults may volunteer to assist as chaperones, but there must be at least one member of the professional staff included for each group of thirty students.

Homeland Security Alerts and Student Trips

The district follows the recommendations of the State Education Department related to Homeland Security Alerts. Student field trips may need to be cancelled due to Homeland Security cautions or other situations. The Superintendent will make the decision and communicate any cancellations to the principals and advisors of the groups involved.

FIELD TRIPS

Field trips that contribute to the educational experience are encouraged. A field trip is defined as an

activity in which students, under the supervision of a District employee, leave their school of attendance to participate in that activity and return at the conclusion of the activity. Field trip requests must be initiated by members of the faculty and are subject to the prior written approval of the Building Principal.

The preferred method of transporting students is by school vehicles and school bus drivers. In certain instances, however, public transportation or private vehicles may be used. When non-school transportation is used, arrangements must be approved by the Building Principal and the Assistant Superintendent for Support Services or his/her designee.

Field trips using school buses will usually be limited to points within a 40-mile radius of the school. School buses will not be used for field trips out of State. Exceptions will be rare since school vehicles are not usually available before 9 A.M. or after 2 P.M. Exceptions must be authorized by the Assistant Superintendent for Support Services and the Superintendent of Schools. Field trips will be requested by building principals and will be scheduled by the Transportation Supervisor as bus and driver availability permits.

Field trips using public service transportation will normally be limited to a single eight hour day. Trips extending beyond eight hours will be limited to older children (grades 5-12). In the absence of special circumstances, no student in any grade should participate in more than one such trip in a single school year. Overnight trips are subject to approval by the Board of Education upon the recommendation of the Superintendent of Schools. All field trips using public transportation require signed parental permission.

Field trips using a private vehicle must comply with P8417 (Transportation of Pupils in Private Vehicles) and AR4531 (Field Trips).

No less than one adult for every 15 students must be available to chaperone field trips. Parents or other adults may volunteer to assist as chaperones, but there must be at least one member of the professional staff included for each group of thirty students.

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, Student Health Services

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