

FIELD TRIPS

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the schools and attendance on field trips is governed by the same rules as attendance at regular classroom activities. The school system shall obtain written permission from parents or guardians for students going on school sponsored field trips.

Field trip support shall be determined annually by the Board during its budget deliberations. Field trip expenses not paid from the General Fund will be paid through the Extra-Classroom Activity Fund unless other arrangements are approved by the building principal. Regardless of the fiscal support for field trips, the rules of the School District for approval and conduct of such trips shall apply.

Field Trip Planner

The Field Trip Planner is the person responsible for the administration of all aspects of the field trip. They must also adhere to the field trip checklist contained within this policy.

Transportation

School Bus

The requested trip destination must be within a 2 hour radius from the campus by actual routes as per Mapquest or similar mapping service.

The trip must be requested and approved at least one full week in advance of the trip. The form is contained in the Appendix of Forms.

Trip Planners should consider a defined seating chart depending on the composition of students attending the field trip.

Depending upon the location of the destination, the trip planner should consider bringing an Occasional Driver (refer to BOE policy 4129) and should consider becoming legally eligible to take a school vehicle (non-yellow) to accompany the trip.

Contract Transportation

The District may pursue a Request for Proposal (RFP) for the known, annual trips for the upcoming year. It could also include pricing for some add/alternates for trips that might arise.

When the Trip Planner uses any contract transportation for students, they must let the Director of Transportation know the details at least two weeks in advance of the trip. By law, the Director must minimally check the license and driving abstract of the assigned drivers.

Food Issues

Brown Bag Orders

The request for brown bag lunches must be made directly to the Food Service Director (Norene Tasber) at least two weeks in advance of the trip. Approximately 2 days before the actual trip, a final count must be confirmed with the Food Service Director.

Each student must physically pick up their own lunch so that the District can be in complete compliance with Federal regulations regarding those students who are eligible for Free and Reduced meals. (With 53% of students being eligible to receive Free and Reduced meals, it would be prudent to have all students pick up their bags so that students would not inappropriately be singled out as being the ones to be picking up their lunches.

Food Allergies/Diabetics

The Food Service Director can provide alternative menus for those students who need specialized menus. Notifying the Director at least 2 weeks in advance of the trip will enable her to review the class lists with the school nurse and alert the teacher of any issues or special menu considerations.

Health Office Review

1. The School Nurse Practitioner must be notified once approval for a Field Trip has been received.
2. A list of students, faculty and/or chaperones must be given to the Health Office for each Field Trip. If it is an entire grade, a class listing will suffice.
3. Health concerns must be referenced on the student list in pen. Note any activity restrictions (injuries, surgeries, etc.) that are current.
4. Attach the student listing to the field trip request and stamp with the health office stamp and confidential stamp. Submit this packet to the School Nurse Practitioner for review and signature.
5. On return of signed field trip listing, distribute a copy to faculty submitting the request and file the original in the health office. On field trips where there is expected to be a

health office escort due to student health concerns, a working copy will suffice to be kept on file in case of emergency.

Medical Issues

NYS strictly governs the administration of medical care to students during off-campus activities (i.e., field trips, band trips, college fairs, etc.). All off campus activities are assigned a designated adult to deliver first-aid and emergency care.

In accordance with NYS Education Law, the school will provide emergency measures to deal with allergic reactions (Benadryl, Epi-Pen where indicated and provided by parent/guardian). Out of town/Overnight Field trips require special consideration. The principal will determine if the field trip meets this criteria.

All students participating in Out of Town/Overnight Field trips will have a Medical Information Form completed by the parent/guardian. This form is on file in the Health Office and it is the trip planner's responsibility to photocopy the number of forms needed and distribute them to the students. The Health Office will track receipt of the forms and use them to provide medical clearance for the trip.

Students are **NOT ALLOWED to carry over the counter medications**. The medical information form allows the designated adult to administer these medications where indicated in accordance with school policy.

All prescription medications require a separate permission form completed by both the parent/guardian and the licensed prescriber. These forms are available in the health office and are on file in the student health record. The Health Office will provide this documentation and information to the designated first aid adult.

If a child becomes ill or injured on a field trip, the trip planner will consult with the licensed professional to determine extent of illness or injury. Should the student(s) require medical attention that extends beyond basic first aid, an ambulance will be called to transport the student. The Trip Planner will make the decision to send an Occasional Driver in a school vehicle or send a chaperone who is not an Occasional Driver with the ambulance with the student(s). Whenever possible, the Trip Planner should be in direct consult with an Administrator as part of this decision process to ensure complete compliance with all known District protocols. See BOE Policy 6192.

When a child requires any medical attention, that information should be communicated to the Administrator assigned to that trip as soon as possible. The Administrator will take as much information that is available and the Administrator will contact the parent/guardian. The Trip Planner will still be responsible for the other students and while it is always desired to have first hand information, the parent of the affected children may require

more time and attention than what would be reasonable for the Trip Planner to give while still active on the field trip.

When the Trip Planner returns to the District, a full, written report of the incident will be required to be completed within 24 hours of the event and submitted to the appropriate Administrator. The licensed professional may also be asked to submit a report.

Behavior Problems

Students must adhere to the school rules and regulations on any day trip, overnight trip or out of the country trip. These rules and regulations on overnight and out of the country trips should be reviewed with the students and/or their parents or guardians well in advance of any departure. That being said, there may be instances where students deviate from appropriate protocol.

If a chaperone requests that a student comply with some rule, regulation or directive and the student fails to comply, the Chaperone should immediately refer the issue to the Trip Planner for resolution. The Trip Planner would review the offense(s) and determine an appropriate corrective action plan or punishment. Depending upon the circumstances, a telephone call to the designated Administrator for this trip might be required.

In severe instances, the student may have to be separated from the class. In such a case, the Trip Planner can either designate a chaperone to be assigned to this student(s) or they can be held with the Trip Planner. If the field trip is within reasonable distance from the school, the Trip Planner may make the decision to have the student transported from the venue to the school (See BOE Policy 6192)

If the students(s) have broken the law and are being arrested, the Trip Planner must immediately contact the Administrator for the trip and receive instructions as to how to proceed.

Establishing Formal Points of Contact on Trip and at the District

The Trip Planner, as part of their planning, should clearly establish which Administrator will be assigned to this field trip. They should not assume that it will always be their building principal. Once this is established, the Trip Planner should provide that Administrator a complete itinerary. This itinerary should minimally establish time of departure and arrival at the venue(s), which are the contact points at the venue and telephone numbers for each site. The Trip Planner should also provide a class list. This class list should be broken down in such a manner that would clearly indicate which students are assigned to each chaperone. The Trip Planner should also provide a cell phone number for contact. If the Trip Planner does not want to use a personal cell phone, the school will provide one for the trip.

The Trip Planner should also provide the Director of Transportation this same itinerary and class list. This would be done on or near the time that a transportation request is being made.

The Trip Planner should have enough class lists available to share with any officials at the venues included in the field trip. While they may not be required, in an emergency they may be helpful.

Student Identification

It is the expectation that older students will have some form of identification on their person should they become detached from their group. Students should be informed by the Trip Planner and their Chaperones what steps to take should they become detached. Where ever possible, those students who have personal cell phones or other communication devices should share this information once the students groups are formed. This information would be maintained by the chaperone and or the Trip Planner.

When the student is on an overnight trip, that student should maintain pertinent information such as the name and telephone number of the hotels, the name of their Trip Planner and their cell phone number and other such information on their person.

A classroom set of lanyards will be produced for use by elementary children to help better identify them. Information contained on the identification cards will have information pertinent to the school district.

Overnight Trips

There may be opportunities for students to take overnight and/or out of the country field trips. While these groups of students may vary in number from just a very few students, they may be quite large in size.

Before any trip is planned, the idea and a skeleton of the itinerary must be shared with the appropriate administrator. It will be through this discussion, determined whether this is a school based field trip or if it is not. If the trip is not school based, it must still be shared with the Board of Education to ensure that they are clear about this trip status should they be questioned about it in the community.

If the trip is school based, the appropriate administrator must bring it to the attention of the Board of Education prior to the trip being fully planned. The purpose of this is to avoid any objections or concerns being raised after a number of planning hours have been invested.

Pre-Trip Parent/Guardian Student Meetings

Each trip will dictate the number of parent/guardian meetings that would be necessary. For example, a trip out of the country may require more than one meeting to help update the group on the status of the planning as well as provide critical benchmarks being identified such as securing the passport or having had the appropriate shots.

At least one meeting attended by an administrator is required and this should be mandatory. This is where it is emphasized that this is a school function and that all school rules will be followed.

There will be a mandatory parent/student sign off acknowledging their understanding of this. It is also required that the Trip Planner be very specific as to the actions that will be taken should there be breaches of any school rules.

In the event that the trip is overnight, punishment may range from suspension of or elimination of any or all privileges afforded students on that trip. If there is a serious infraction, the student may be sent home in the company of a chaperone or the parent may be asked to come to the site. In any of the circumstances, the Trip Planner may choose to contact the appropriate administrator to consult on the infraction and punishment. The Trip Planner determines the severity of the action. In all events, the parent/guardian will be contacted by the Trip Planner once the investigation and determination of the punishment is completed by the Trip Planner. Any costs relative to returning the student back to the parent/guardian will be borne by the parent/guardian. This may include but not be limited to flight costs, bus tickets, rental car, hotel and meals.

In the event that any police agency becomes involved, the Trip Planner is directly responsible for either assigning an appropriate chaperone or going themselves with the student(s). The role of the school is to act as a surrogate parent, not a legal aide. In these instances, the appropriate administrator and the superintendent must be notified along with the parent/guardian as soon as possible. This is especially important if the trip is outside the United States.

At the mandatory meeting, a frank discussion should take place regarding smoking. Smoking is recognized as an addiction and this might cause problems for the students on an overnight trip. As such, that student should voluntarily opt out not to go if nicotine addiction prevents nonsmoking behavior rather than try to either go “cold turkey” or run the risk of facing disciplinary action on the trip.

Parents/Guardians and students should also be told that in addition to any punishments received on the trip, additional action may be required depending upon each circumstance.

In addition, it should be emphasized that the student handbook containing all school rules and regulations will be adhered to at all times.

Procedures Unique to Overnight Trips

In addition to all other procedures recommended throughout this protocol, there are some procedures that are unique to overnight trips that need to be noted:

Bag Checks

At a pre-determined day, time and location, all bags should be checked in at the school. They will be inspected by school personnel and held overnight in a secured location. It will be strongly discouraged to allow any late addition.

It is desirable on the day of the trip departure to have a police agency present with a trained dog to run through the luggage and student carry-ons.

Any illegal drugs, alcohol or weapons will result in immediate disciplinary action and inability to proceed on the trip.

Hotel Rooms

Chaperones will be assigned to specific students. As part of their duties they will be expected to do pre-room checks for those students. The pre-room check shall include looking through all closets, dresser drawers, under the beds and in the refrigerators to ensure that they are all clear.

Students shall expect that the chaperone and/or Trip Planner may enter their rooms at any time and without warning. These types of checks are to ensure that students are all present and accounted for.

At the end of the trip, chaperones (ideally with hotel staff present) will do a final check of each room.

Monitor students for adequate food, rest and shelter (such as from sun or other weather elements)

Chaperones

Number to Attend

The assignment of chaperones to groups of students must be a careful and reflective decision to ensure the health, safety and enjoyment of the trip. As such, ratios of adults to children may vary however, not deviate too far from the following norms:

For those trips that are contained within the United States, the following ratios are recommended:

Non-Museum, Day Trip, Elementary	1 Adult, 10 children
Non-Museum, Day Trip, Middle/High School	1 Adult, 12 children
Non-Museum, Overnight, Middle/High School	1 Adult, 8 children
Museum, Elementary	1 Adult, 5 children
Museum, Middle/High School	1 Adult, 10 children

For those trips that are outside of the United States, the following ratios are recommended:

All trips	1 Adult, 8 children
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Who Becomes a Chaperone

It has been a long standing practice that when a parent volunteers for a day trip, that with few exceptions, they are invited to participate. When a parent volunteers for an overnight trip, the lens becomes a bit more critical with the onus on the Trip Planner to vigorously or reluctantly accept or decline the offer and when it is an overseas trip, there is no pattern.

This document seeks to define what a Chaperone is and is not.

What is a Chaperone?

A chaperone is not to be confused with a parent volunteer. Unlike a parent volunteer, a chaperone will have specific duties assigned with the expectation that they will bear some responsibility for the health and safety of children in their care. A parent volunteer is participating in an event and would not have any responsibilities relative to any children save their own.

There should be no expectation of compensation for being a Chaperone. However, in advance of any trip, it will be communicated clearly to the Chaperone if there would be any costs related to the trip that the school would not be covering.

Application

The District is requiring that any parent/guardian that wishes to become a chaperone to complete an application that might include a fingerprinting component (for example, a trip out of the country where ample planning time is in place for it to reasonably occur). All chaperones must be approved by the Trip Planner, the appropriate administrator, the Superintendent and for all overnight trips, out of state trips and for trips outside of the United States, the Board of Education must approve as well. A sample application form is found in the Appendix.

Other

The perspective of the Chaperones on any trip can be very useful for planning of future visits. Trip Planners should consider having a debriefing session with the Chaperones which may be an informal conversation or a formal wrap-up meeting depending upon the trip.

It is the expectation that Trip Planners will formally express the appreciation of the District.

Guidelines for Field Trips Chaperones

Duties:

1. All chaperones must be aware of the trip agenda at least one week in advance of the event. In certain situations, they may ask to attend one or more formal meetings where the trip is the topic of the meeting.

All chaperones must be clear as to their specific duties. They are at the very least, a watcher and facilitator.

2. Chaperones must be made aware of the purpose of the trip.
3. Chaperones must know and have available at all times the trip itinerary. Unless there is an immediate health or safety issue, they are not to deviate from the established itinerary.
4. Know the rules for the students. Be consistent in dealing with the students.
5. Chaperones are not the “friends” of the students. They must maintain appropriate, professional distance so there is no confusion as to their role by the students or non-district people.
6. Chaperones must be visible and accessible at all times they are on duty.
7. Chaperones must always be willing to support the Trip Planner and assist as needed.
8. Chaperones may be required to take headcounts of their group or of an entire group. Students must be completely quiet and answer for themselves. Do not rely on the word of other students.
9. It is not the duty of the chaperone to administer discipline. Chaperones monitor the students to make certain that they are safe and that they are following the rules. Chaperones may make instructions or corrections as needed in a firm but courteous manner using a tone of voice in which they would expect to be addressed.
10. If a student fails to comply, is disrespectful, or is involved in a serious act, the Chaperone must immediately notify the Trip Planner. They should never argue with a student nor should they get physical with a student.
11. In the assignment of students to the Chaperones, any unique situations relative to a child in their care will be shared where appropriate. For example, if a child has an inhaler or is required to have medication at specific intervals, they will be notified.
12. Chaperones must report any problems, especially medical-related, to the Trip Planner immediately.
13. Chaperones will not be allowed to bring siblings, spouses or other household members without obtaining prior approval from the Trip Planner (who would seek clearance from the appropriate administrators).
14. In the event of overnight trips, the Chaperones may be required to make pre and post room checks which would include but not be limited to searches of room refrigerators, dressers, closets; notifying the hotel staff that there is no purchased television.
15. The word of the Trip Planner is final at all times. If there is an occasion that the Trip Planner does not believe that the Chaperone can adequately carry out their duties, the Trip Planner may remove the Chaperone without discussion or explanation at that time. It would be expected that the Trip Planner have appropriate reasons for this action and that upon return to the District that the reasons will be clearly spelled out to the Chaperone.
16. A Chaperone who fails to follow any or all of the rules may be permanently removed from being a Chaperone and/or a parent volunteer.

Personal Conduct

1. Do not smoke in front of the students or where they might observe you.
2. You may not consume alcohol or illegal drugs at any time while on the trip.
3. Chaperones will be expected to dress appropriately.
4. Chaperones are expected to arrive to pre-determined and routine check in times, early.
5. Chaperones must be a positive role model by conducting themselves in a professional manner at all times. Chaperones must remember that they are also representing the Harpursville Central School.
6. The Chaperone must disclose any health restrictions they have to the Trip Planner in advance of the trip. They must also notify the Trip Planner of any special certifications, skills or abilities (driver's license, medical training, etc.).
7. If at any time during the trip, the Chaperone feels that they are unable to perform their required duties, they must communicate this to the Trip Planner as soon as possible.
8. Chaperones will be expected to wear school supplied signage which will include minimally, the headshot of the Chaperone and identify them as a Chaperone of the Harpursville Central School District. In addition, they will be required to carry personal identification.

Non-School Sponsored Trips

Occasions may arise where the proposed trip may not meet the criteria for a school-sponsored trip. Reasons may include that the trip is not an integral part of a curriculum or club, eligibility is based on student's personal financial ability, the trip planner has no say in the details of the itinerary, such as transportation, lodging, other groups traveling, sightseeing, and/or the trip raises liability issues. In such cases, the administration and/or BOE may decide that the school will not sponsor said trip.

In the cases of non-school sponsored trips:

1. The school is released from all liability.
2. The trip must be planned for school breaks. Any extra days will be counted as absences.
3. The trip planner must keep the administration and/or BOE abreast of the details so they may answer any questions that may arise from the community.
4. No school or club funds may be used.
5. The use of the school for any meetings regarding the trip must be approved by the administration.
6. The school's name may not be used for any fundraising activities.

First Reading March 12, 2001

Second Reading and Adoption March 26, 2001

Amendment-First Reading: October 27, 2008
Second Reading & Adoption: August 17, 2009

Harpursville Central School Overnight Field Trip Checklist

Field Trip Planner: _____ Administrator Assigned: _____

Scheduled
Date of Trip: _____ # of Students: _____ Grade Levels: _____

Timelines are minimum deadlines, the trip planner may do it earlier than suggested

Date Completed	Minimum Timeline	Action item
_____	3 Months	Overnight trips must be approved by the Board of Education before major planning takes place.
_____	2 Months	Chaperones approved by the Board of Education
_____	1 Month	Trip Itinerary and class list approved to the assigned Administrator, transportation director, and Superintendent.
_____	1 Month	Transportation secured including bus request for School transportation or contract information to the director.
_____	3 weeks	Parent permission slips including swim permission.
_____	2 weeks	Class lists approved by health office including food allergies and medical issues.
_____	1 week	Final overnight trip meeting with parents/guardians.
_____	1 week	Roster notification of classroom teacher for attendance
_____	3 days	Emergency phone contacts to administration
_____	Day before trip	Bag checks and storage
_____	Day of trip	Notification of Attendance Office of those students not attending the trip.
_____	24 hours after trip	Written report including medical or behavioral incidents on field trip within 24 hours of return to Superintendent