

() Required
(X) Local
(X) Notice

FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. The Superintendent of Schools will determine the frequency and content of class field trips. Each student must secure the permission of his/her parent or guardian before participating in such activity.

I. Day Trips

Student trips of significant educational value of day-long duration or less may be authorized by the building principal. School vehicles may not be used beyond a 50 mile radius of the school, however, without the permission of the superintendent. The superintendent shall establish, and annually review, guidelines and procedures for authorizing field trips.

II. Extended Trips

A. Approvals Required

Any requests for field trips that will extend for a period of time in excess of one day must be approved by the building principal, the superintendent and the Board of Education. Except for good reason shown, requests should be submitted at least three months prior to the trip. Upon approval of the principal, the request shall be submitted to the superintendent. Upon approval of the superintendent, the request shall be submitted to the Board of Education. Approval by the board may be revoked in accordance with this policy.

No planning, discussion or announcements, except those required in the approval process, shall occur within the school or during the normal school day prior to the approval of the trip by the Board of Education.

B. Information Required

Requests for extended trips must be accompanied by a "trip plan" which shall include the following information:

1. A discussion of the relationship of the trip to the educational program;
2. The beginning and ending dates of the trip (trips shall not conflict with important scheduled student activities);
3. General itinerary for the trip;
4. The number of students expected or which can be accommodated;
5. A description of the school group involved (trips shall be limited to Schodack Central School students only, except in unusual circumstances);
6. The anticipated cost to students (including transportation, living accommodations, food, tours, tuition, etc.);

7. The name of the travel agency being used, if any;
8. The names of the teachers in charge;
9. The number of adult chaperones which will be needed (there shall be a minimum of one chaperone per ten students);
10. Provisions and costs for student and chaperone liability coverage (if the school must have liability insurance coverage extended for the trip, the cost of the excess insurance shall be paid by parents);
11. Provisions made for student and chaperone health insurance;
12. A description of fundraising plans required or anticipated for the trip;
13. The availability of scholarship aid to families in need;
14. A fund disbursement plan in the event of trip cancellation;
15. The estimated use of school equipment and facilities; and
16. The estimated costs to the school (phone, postage, paper, etc.) which will not be paid through fundraising.
17. Provisions for students who may have health-related needs and any costs associated with fulfilling those needs during the extended trip. The plan will include coordination with the school nurse in order to identify students with health-related needs and any arrangements which are necessary for carrying out a plan of care for such students during the extended trip.

C. After Board of Education Approval

1. Upon Board of Education approval, the school principal shall monitor the group's fulfillment of the above-listed 17 elements of the trip plan.
2. All funds raised or collected by the group to support the planned trip shall be entered into a dedicated bank account under the direction of the school's extracurricular funds treasurer.
3. Groups requesting use of the school's facilities and/or equipment in order to raise funds for the trip may be charged "at cost" rates for school transportation, custodial services, postage, telephone, paper, etc. Groups receiving Board of Education approval for student trips may be exempt from the provisions of the district policy requiring groups to maintain separate liability insurance coverage when using school facilities.
4. All written communications regarding the planned trip shall receive the approval of the school principal prior to their dissemination.
5. The school principal, as an agent of the board, shall sign all contracts relating to the trip or to fundraising undertaken pursuant to the trip plan and in support of the trip.
6. Prior to the trip, the group shall leave with the school the following data on each trip participant. Additionally, the teachers in charge shall retain a copy of such data during the extended trip:
 - a. A signed permission slip;

- b. Home and emergency phone numbers;
 - c. Emergency medical information (such as prescriptions) and any additional information necessary to carry out a plan of care for a student with health-related needs, as provided by the school nurse; and
 - d. Health insurance information.
7. In the event that the approved trip plan or trip procedures outlined in this policy have not been satisfactorily completed or addressed, the principal may recommend to the superintendent that the trip be cancelled. Upon examination and upon concurrence with this recommendation, the superintendent may recommend to the Board of Education that it revoke its earlier approval for the trip. Revocation of the approval by the board shall mean that school support for the planned trip has been withdrawn. The Board of Education also retains the ability to revoke approval for a trip upon consideration of security concerns relating to the alert levels under the Homeland Security System for Schools and any guidance provided through appropriate state offices.

Transportation

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:

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

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e

Adoption date: June 15, 2017