R 2340 FIELD TRIPS

A. Definition

A "field trip" is any journey by a group of pupils away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by pupils as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

B. Approval of Trips

1. A list of field trips considered appropriate for each grade level or subject area will be prepared cooperatively by teaching staff members and approved by the Board. The approved list will be reviewed annually for additions, deletions, and revisions and will be distributed to teachers as a suggested guideline. In addition, the curriculum guide for a specific course of study may include suggested field trips.

2. To ensure the equitable allocation of budgeted field trip funds, each teacher shall submit a list of proposed field trips to the Building Principal at the beginning of the school year. The acceptance of the list does not constitute approval of any specific field trip on the list or of the number of field trips proposed by a teacher.

3. A teacher shall request approval of a specific field trip by submitting a written application to the Building Principal no less than fourteen working days prior to the date of the anticipated trip. Field trip application forms are available in the office of the Building Principal.

4. The field trip application will include:

   a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);

   b. The proposed destination and, if the destination is not generally known, its description and the reason it is selected by the teacher;

   c. The relationship of the trip to curriculum goals and objectives;

   d. The location of the destination and the route that will be taken to it;

e. Transportation arrangements, the estimated cost of transportation, and the provision of safe and adequate loading and unloading areas for bus-borne pupils;

f. The time of departure and the estimated time of return to the school;

g. Provisions for emergency and sanitation facilities;

h. Admission fees and tolls, if any; and

i. Provisions for meals, if any are required.

5. The Building Principal may deny a field trip request when:

a. The application is incomplete;

b. The anticipated cost is excessive;

c. The proposed trip bears insufficient relationship to the curriculum;

d. The pupils involved will have been taken from the class for the trip and other activities for an excessive amount of time;

e. The trip conflicts with other scheduled events or with other demands on school buses;

f. The class has exceeded its equitable allocation of field trips;

g. The trip will occur one week before or during midterm and final exam period, one week immediately before the end of a marking period, or during State testing; or

h. The destination and trip activity are inappropriate choices for pupils of the age and maturity typical of the class.

6. A request for an overnight field trip must receive the preliminary approval of the Building Principal before it is submitted to the Board of Education for final approval.

7. The teacher will be given written approval or denial of the teacher's request for a field trip. A denial of approval will include the reason(s) for the denial.

C. Planning and Preparation

1. Each teacher who plans a field trip should take the following preliminary steps:

   a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. Consult the list of approved field trip destinations for alternatives;

   b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date;

   c. Determine whether classes can be combined in a joint field trip for maximum economy;

   d. Gather the information necessary to fill out the field trip application form; and

   e. Complete and submit the form.

2. If the field trip is approved, the teacher should take the following preparatory steps:

   a. Discuss the proposed trip with pupils, giving particular attention to;

      (1) The purpose of the trip and its relationship to the course of study,

      (2) What in the trip the pupils should give particular attention to and ask questions about,

      (3) Any reports, note taking, sketching, or the like pupils should accomplish on the trip,

(4) The assignment of background materials and research to enhance the value of the trip, and

(5) Rules of conduct and expected behaviors, both at the trip destination and in transit to and from the destination.

b. Distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:

(1) The date, departure time, and return time;

(2) The destination and its location;

(3) The name of the teacher in charge;

(4) The means of transportation; and

(5) The purpose of the trip.

Signed permission slips will be filed with the Principal's office, who will file them until the end of the school year.

c. Make arrangements for travel and inform the Transportation Supervisor of those arrangements.

d. Arrange with officials at the point of destination for:

(1) The pupils' admission;

(2) The provision of any materials that will enhance the trip;

(3) The services of guides, if necessary; and

(4) The provision of meals, if necessary.

e. Arrange for chaperones, who may be other teaching staff members or volunteer parent(s) or legal guardian(s), and apprise them of their responsibilities (see paragraph D below). The number of

chaperones appointed will be a minimum of one for every twenty pupils.

f. If unfamiliar with trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.

g. Notify other teachers or departments, as appropriate, of the nature of the field trip and the pupils involved in the trips:

(1) To permit other teachers to plan for the absences; and

(2) To encourage other teachers to incorporate the field trip experience in their lesson plans.

h. Prepare a roster of pupils who will participate in the field trip.

i. Make alternate educational arrangements for any pupils who will not participate in the field trip.

j. Ascertain whether any pupil participating in the field trip will or may require medication in the course of the trip and arrange for the presence of the school nurse, a registered nurse, or the pupil's parent(s) or legal guardian(s) to administer the medication, except where pupils are allowed to self administer medication under statutory authority. If none can be present, report the matter to the Principal who may deny the pupil's participation.

3. On the day of the field trip, the teacher will:

a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather.

(1) Check with the Building Principal who may determine to cancel or postpone the trip.

(2) If the trip is canceled or postponed, promptly inform chaperones.

b. Take attendance and deliver to the school office a roster of the pupils who are actually leaving on the field trip.

c. Ascertain that the full complement of assigned chaperones is present and prepared.

d. Ascertain that all pupils participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Building Principal, may pupils be delivered directly to the destination by means other than those arranged by the teacher.

e. Take all reasonable steps to assure that pupils profit educationally from the trip.

f. Make no change or substitutions in the trip itinerary unless an emergency has occurred (see paragraph E following).

g. Ascertain that all pupils participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Building Principal, or in an emergency may pupils be taken from the destination by means other than those arranged by the teacher.

h. If the trip will bring pupils back to school after the end of the school day, ascertain that the Principal will remain on the premises until the pupil's return or has appointed an emergency coordinator to remain on school premises. Plan to stay at the school or assign a chaperone to stay at the school until the last pupil has been picked up or has departed for home by his/her regular transportation.

D. Chaperones

1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the pupil's age and maturity.

2. The Board will pay the expenses of chaperones to the extent that the expenses of pupils and teachers are paid.

3. Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if the chaperone must briefly leave his/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.

4. Smoking and the use of alcohol or drugs or the possession of weapons are prohibited for both pupils and chaperones.

5. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:

   a. The conduct expected of them,

   b. The time and place of departure, and

   c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.

6. Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.

E. Emergencies

The following guidelines will be followed in the event of an emergency during a field trip.

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630.

2. In the event a pupil is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall, call the Principal.

3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Principal. Within twenty-four hours of the trip, the teacher

shall file with the Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.

4. In the event of a delay that will bring pupils back to school later than anticipated and after the end of the school day, the teacher will, as soon as he/she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school as emergency coordinator. The Principal or emergency coordinator will:

   a. Inform parent(s) or legal guardian(s) of the delay by telephone;

   b. Make the school facilities available to waiting parents or legal guardians;

   c. Remain at the telephone to answer incoming calls; and

   d. Confer with the teacher to be certain all pupils have been safely dispatched.

F. Overnight Trips

1. A field trip that will remove pupils from the district overnight must be specifically approved by the Board. The request and approval procedures outlined in paragraph B6 above must be followed.

2. All of the provisions of this regulation are applicable to overnight field trips.

3. Pupils and their parent(s) or legal guardian(s) may be required, as a condition of their participation in the trip, to attend a meeting at which they will be informed of the:

   a. Purpose of the trip;

   b. The particulars of the trip such as itinerary, departure and return times, duration, overnight accommodations, and points of interest;

   c. Rules of conduct and behavior expectations, both on the trip and at the destination;

d. Need, if any, for special clothing, supplies, apparatus, or equipment; and

e. Costs, if any, of the trip.

G. Follow-up and Evaluation

1. The teacher in charge of the field trip should express his/her appreciation to:

   a. The chaperones, both lay and professional;

   b. The officials and guides at the destination; and

   c. Any other persons or representatives who assisted in the conduct of the trip.

2. The teacher in charge should incorporate the field trip experience into pupil's learning by:

   a. Conducting a discussion and a critical evaluation of the experience;

   b. Encouraging creative projects on themes experienced on the field trip;

   c. Testing pupils on information gained and attitudes formed; and/or

   d. Assigning pupils written reports or presentations on the experience.

3. The teacher will assist the Principal in a critical evaluation of the trip by filing a written report of the trip that includes its benefits and drawbacks. The report should address these questions, as appropriate to the trip:

   a. Was the destination the best choice for the teaching purpose served?

   b. Were there sufficient materials available to pupils as background for the trip?

c. Did the trip experiences encourage new understandings, impart new knowledge, or stimulate pupils to new activity?

d. Did the trip experience relate to other school learning experiences?

e. Did the trip impart accurate information and a truthful picture?

f. Were the pupils exposed to any hazard to their physical or emotional well-being?

g. Was the trip worth the time and expense?

h. Were there any serious problems with pupil conduct and management?

i. To what extent, if any, did the trip generate cooperation and a positive relationship between the school and the community?

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