

## **FIELD TRIPS, EXCURSIONS and INTERNATIONAL TRAVEL**

The Board of Education recognizes the desirability of providing off campus experiences which will enhance the educational program of the school system. Anyone proposing a field trip (called the trip sponsor) must complete the appropriate field trip request form and submit it to the building level principals or his/her designee. Each student must secure the permission of his/her parent or guardian before participating in any Field Trip. The Superintendent of Schools will review and consider all field trips, following a review of the information by the building level principals and/or his/her designee. Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, distance, transportation, costs, and weather conditions. Requests for all field trips must be submitted using the approved District form, including any requested information. All field trips shall have two stages of approval, except for International travel which will require three stages unless otherwise stated.

### **Day trips**

In order to make necessary transportation arrangements, all requests for **day** field trips must be submitted to the appropriate Building Principal **at least one (1) month** prior to the trip date, for consideration by the Superintendent. An appropriate "Day Trip" Request Form shall be completed by the Trip Sponsor. Board of Education approval is not required for one day field trips within fifty (50) miles of the school district.

When the district provides transportation to students on a school sponsored Day 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 by the Trip Sponsor and the student has been delivered to his/her parent or legal guardian.

It is the responsibility of the parent to make arrangements for immediate return of any student who chooses not to follow the Code of Conduct or trip behavior contract. Parents are expected to escort their child home and pay any additional costs associated with their child's return.

### **Overnight Field Trips**

All Field Trips or Excursions in excess of fifty (50) miles one way and/or involving overnight travel using the appropriate field trip request form must be approved by the Superintendent of Schools prior to making any commitments or arrangements. Requests for these trips should be made **at least two (2) months** in advance of the planned event. The superintendent will submit the completed request and all supporting documentation for approval. These trips must be approved by the Board of Education.

Students are responsible for any school work missed while on an overnight trip.

### **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.

It is the responsibility of the parent to make arrangements for immediate return of any student who chooses not to follow the Code of Conduct or trip behavior contract. Parents are expected to escort their child home and pay any additional costs associated with their child's return.

### **International Field Trips**

Trips to foreign destinations are recognized by the Board of Education as a valuable educational experience, but are more complicated and require more care in planning in the event of injury or loss suffered by participants. No student under 14 years of age may be allowed to take an International Field Trip. All International Trip

Sponsors using the appropriate field trip request form must be approved by the Superintendent of Schools prior to making any commitments or arrangements.

The completed form and supporting documentation is submitted to the building administrator and the Field Trip Sponsor will be required to submit supporting documentation, and signed permission slips along with proof of passports for all who are participating in the trip. The Field Trip Sponsor may be required to submit any additional documentation at the request of the Building Administrator and /or Superintendent. The Superintendent submits the completed request and supporting documentation for Board approval **at least four (4) months** in advance.

Where such trips are sponsored, authorized, or adopted by the Hudson City School District it shall be the policy of this Board of Education that:

No trips shall be authorized where taking of the trip would require release of students from any class time, except where the trip has direct necessary program requirements. Students are responsible for all school work missed while on a multi-day trip.

All field trips must relate to school curricula, an approved course of study and/or must be held for the purpose of providing an experience not available in the classroom.

Trips that have direct programmatic relationship shall:

- a) Be organized and submit completed trip request **at least (4) four months** in advance.
- b) Provide for insurance coverage that meets or exceeds the District's insurance for its own students.
- c) Be arranged under written contract containing appropriate indemnification language as follows:

“(Vendor) shall indemnify and hold harmless the Hudson City School District, any of its officers and employees, from and against any claim, action, judgment, damages or expenses, including reasonable attorneys’ fees, which arises from the conduct, activity, act, failure to act, or negligence of (Vendor), or any of its officers, employees, agents or representatives, in connection with the services that (Vendor) is providing under this agreement.”

- d) Provide that tour operators, bus operators, festival operators, etc. present a certificate of insurance naming Hudson City School District and its employees, authorized volunteers and committee members, student teachers and members of

the Board of Education of the Hudson City School District, as additional insureds.

There must be 2 parent/guardian, chaperone and student informational meetings conducted by the person in charge of the trip. One meeting must be held prior to the submission of the request and the second meeting at least one week prior to departure for the trip.

All students shall have an equal opportunity to participate in field trips. No student shall be denied an opportunity to attend such field trips due to inability to pay the costs associated with such trips. The organizer will allow time for fund raising and scholarship requests.

Approval by The Board of Education of the field trip must be obtained prior to engaging in any fund-raising for the trip. The Student Extra-Classroom Activities fund will accept contributions for the purpose of funding specific field trips, provided that the proposed trip will meet the requirements for trips which are related to school curricula and studies as determined by the building principal, superintendent and Board of Education.

It is the responsibility of the parent to make arrangements for immediate return of any student who chooses not to follow the Code of Conduct or trip behavior contract. Parents are expected to escort their child home and pay any additional costs associated with their child's return. A representative of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student delivered to the parent or legal guardian.

The superintendent or his/her designee may cancel any previously approved field trips in the event of extenuating circumstances.

### **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

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e, 3623  
NYSED Guidelines for Medication Management In Schools (Sept. 2015)

Adoption date: November 12, 2009

Revision date: August 14, 2017

# FIELD TRIP REQUEST FORM

2017 – 2018

*Please initial and date for approval*

## Building Administrator

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

School Nurse required on trip:

Admin. Initials \_\_\_\_\_ Date Nurse Sub Approved \_\_\_\_/\_\_\_\_/\_\_\_\_\_

School Nurse not required on trip:

Admin. Initials \_\_\_\_\_ Date Building Nurse Confirmed \_\_\_\_/\_\_\_\_/\_\_\_\_\_

## Superintendent

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

## Transportation Dept.

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

Any field trip that is 50 miles or more (one way) MUST be submitted to the BOE for approval at least two months prior to the date of the trip. This form and a memo should be sent to the Superintendent's office to be included on the agenda. Please forward this form to the transportation office when approved by the BOE.

Date of BOE Approval \_\_\_\_\_

### Current Year Transportation Costs

\$70.35 Per Hour

\$3.31 Per Mile Over 50 Miles – Round Trip

Method of payment for transportation costs:

\_\_\_ Parents / Students

\_\_\_ Building Code # \_\_\_\_\_

\_\_\_ Grant: \_\_\_\_\_

\_\_\_ Outside Agency: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

If being paid for by Grant, Outside Agency or Other, please provide the following information:

Contact: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

All field trips are to be paid for within thirty (30) days of receipt of invoice and must be completed prior to June 30th of the current school year if your trip was taken in May or June of the current school year.

If payment is not received within thirty days the money will be transferred from the building code to cover the cost and it will then become the responsibility of the staff member requesting the trip to collect the funds and expedite the refund to the building's code.

Staff Member(s) Requesting Trip:

\_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Mileage: 1 Way \_\_\_\_\_ Round Trip \_\_\_\_\_

It takes time to load and unload students – please add an additional 15 minutes to the "Departure from school " time and to the "Return to school by " that you are requesting. This will ensure that you leave the school at the correct time and the additional time it takes will automatically be calculated into the trip cost.

Departure from School: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

Departure from Venue: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

Additional Stops: \_\_\_\_\_

Return to School by: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

All buses must be back by 2:00 pm unless prior arrangements have been made. Please notify the transportation office if you anticipate being late. If you are late there may be additional costs incurred.

Forms must be completed in full and signed by the building administrator. All incomplete forms will be returned to the buildings – if the time for approval in accordance with district policy is exceeded you will have to repeat the process and pick a new date for the trip.

Once completed and approved by the Superintendent or BOE if applicable, an initialed copy will be returned to your building's office or Program Director as confirmation that your bus has been scheduled. In addition to checking with office staff, you can also check the F/T & Sports public calendar to confirm approval.

Means of Transportation Requested:

School Bus

Charter Bus

Company: \_\_\_\_\_

Charter companies must meet certain requirements in order to be contracted with. Please call the transportation office to make sure they are approved BEFORE booking your trip.

Total number of students (per trip): \_\_\_\_\_

Total number of teachers (per trip): \_\_\_\_\_

Total number of chaperones (per trip): \_\_\_\_\_

For planning purposes you can transport 44 adults or 66 small children on a standard sized school bus. 50 passengers (students and adults mixed – per bus) is a comfortable number, which also leaves room for lunches and/or other items required to go on the trip.

Incomplete or unsigned / not initialed forms will be returned to the building without approval. Please correct and resubmit.

**Building Administrator Use:**

Substitute Needed: Yes\_\_\_\_ No\_\_\_\_ Length of time sub is needed:\_\_\_\_\_

Cafeteria Notified: Yes\_\_\_\_ No\_\_\_\_

Contact person at destination:\_\_\_\_\_ Phone Number: \_\_\_\_\_

1. Permission slips are REQUIRED and must be filed with the school office BEFORE any trip. No student is allowed to participate unless a permission slip has been filed for them.
2. NO STUDENT is permitted to return by any means of transportation other than the bus they arrived on without prior written permission from the parent and approval from the building principal

Teachers Signature:\_\_\_\_\_ Date\_\_\_\_\_

**Field Trip Educational Plan:**

Goals and Objectives

1. Short Term: \_\_\_\_\_

\_\_\_\_\_

2. Long Term: \_\_\_\_\_

\_\_\_\_\_

B. Pre-Trip Planning

1. Lead-In Activities: \_\_\_\_\_

\_\_\_\_\_

2. Student, Parent, Staff Involvement: \_\_\_\_\_

\_\_\_\_\_

C. Off Campus Learning Experience

1. Agenda for the trip: \_\_\_\_\_

\_\_\_\_\_

2. Procedures to be followed: \_\_\_\_\_

\_\_\_\_\_

D. Post-Trip Planning

1. Follow-up activities: \_\_\_\_\_

\_\_\_\_\_

2. Evaluation procedures: \_\_\_\_\_

\_\_\_\_\_

Revisions:

3/3/2017

5/1/2017