

Instruction

Field Trips

The administration endorses the use of field trips as a valuable educational tool which can enhance classroom learning activities. To that end, the following regulations shall apply.

Approval

Field trips requiring approval by the Superintendent of Schools and/or notification to the Board of Education shall be submitted to the Superintendent of Schools as soon as plans for the trip have been made and no later than two (2) weeks prior to the scheduled trip.

Principals should keep current records of such request being submitted to the Superintendent of Schools, and if they do not receive approvals from the Superintendent of Schools one (1) week before the trip is schedule they should check with the Central Office.

In no situation should field trips take place unless the requisite approval has been obtained beforehand.

School Sponsored Trips

Principals are to review staff members' field trip requests as those requests pertain to Board policy. A principal may consult with the Superintendent of Schools, or his/her designee, as necessary.

Copies of the field trip request forms are to be distributed as follows:

1. School office file
2. Accounting Supervisor (or the Superintendent of Schools if the field trip is overnight or involves the use of private vehicles).

Procedures noted below must be followed by the teacher when conducting an approved field trip.

I. Pre-Planning

A. Pre-Planning

1. The teacher-sponsor must check with the Principal before involving students and/or parents in planning.
2. Where student contributions are requested, the teacher-sponsor shall present a proposal regarding what fund sources will be used or fund-raising activities planned, to provide for students unable to meet costs.

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Field Trips (continued)

I. Pre-Planning (continued)

B. Knowledge of Location to be Visited

1. The teacher-sponsor should visit (ideal) or be familiar with the site of the trip before the trip is taken.
2. If the teacher-sponsor is unable to comply with item #1 listed above, he/she should consult with other staff members who have visited the field trip location to obtain specific information as to its educational value for students of the participating grade level.

C. Statement of Purpose

1. A written statement indicating the objectives of the trip and its relationship to the curriculum shall be submitted to the Principal by the teacher-sponsor. This statement must clearly note whether the trip is an integral part of the curriculum. If a trip is being taken chiefly for enrichment purposes, it should be presented as an enrichment activity.
2. The Principal shall review the statement of purpose before recommending the trip to the Superintendent for approval.

D. Safety Provisions

1. Knowledge of Possible Hazards

- a. The teacher-sponsor must be reasonably aware of possible hazards to the safety and well-being of trip participants and inform the Principal of such hazards.
- b. Undue hazards shall be pointed out to parents and to trip participants before the trip is taken so that reasonable effort can be made to avoid accidents and negligence.
- c. Potentially hazardous activities (including skiing, mountain climbing, scuba diving, etc.) may require special insurance arrangements. In case of doubt, the Principal should review planned activities with the Business Manager.

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Field Trips (continued)

I. Pre-Planning (continued)

D. Safety Provisions (continued)

2. Knowledge of Students' Medical Problems

- a. Teachers should be aware of special medical problems, allergies, handicaps, special prescriptions, etc. of student trip participants.
- b. Teachers should plan emergency measures to be taken if a medical emergency arises.

3. Transportation

- a. Ordinarily, the Principal will make travel arrangements when the regular school bus carrier is involved.
- b. When reasonable, schools buses, charter, or some other form of public carrier should be considered for transportation since vehicles of this type will have ample insurance coverage.
- c. With prior approval of the Superintendent of Schools, or his/her designee, staff members may use their personal automobiles to provide transportation. However, the staff member must be informed that the Board of Education insurance policy will not cover damage to their vehicle(s), no matter whether the automobile was owned by the teacher or another. Board policy assumes liability for damages beyond the limits of the policies carried by the owner of the vehicle driven by the staff member, and by the staff members own insurance if he/she is no the owner of the vehicle. Before authorizing such modes of transportation, assurance of adequate insurance coverage should be provided by the staff member. While staff members cannot be forced to be insured beyond legal limits, a minimum of \$100,000/\$300,000 is recommended when transporting students in privately owned vehicles.
- d. With prior approval of the Superintendent of Schools, or his/her designee, private automobiles, owned and operated by person other than Board of Education employees, may be used. Since the Board of Education's insurance policies provide limited coverage for school volunteers, in order for a volunteer to be covered by our insurance policy, it is necessary, that these volunteers be classified as "Volunteer Workers". The Principal shall maintain an official roster of designated volunteers. It is also important that this roster be used regularly for providing transportation services.

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Field Trips (continued)

I. Pre-Planning (continued)

D. Safety Provisions (continued)

- e. If private automobiles, owned and operated by other than Board of Education employees, are used; the persons operating them shall be notified in writing of their personal responsibility. They shall also be notified of the recommended limits of liability insurance and shall be required to submit evidence thereof.

E. Notification of Parent

1. Before the student is allowed to participate, permission slips shall be obtained from the parent or guardian of each student participant. Permission slips shall be taken on the trip by the teacher-chaperone, and retained for at least a six-month period after completion of the trip by the Principal. (system-wide form)
2. Information given by the teacher on the permission slip shall include: (a) the purpose of the trip, (b) the place to be visited, (c) the date and approximate times of departure from and arrival back to the school, (d) the type of transportation to be used, (e) total costs, if any, (f) a release to seek emergency medical attention as needed, and (g) any required apparel or equipment needed.
3. The permission slip should request information about any special medical problems, allergies, handicaps, special prescriptions, etc., of which a chaperone should need to be aware.
4. Standard permission slips guides will be available at each school office. Modifications may be made to accommodate special circumstances for particular trips.
5. It should be noted that a parent or guardian does not waive any legal rights when signing a permission slip.
6. A detailed and timely itinerary should be sent to parents for all trips out of Waterford.

- F. Notification to Cafeteria Personnel**—If a trip will cause students to miss lunch at school, the teacher-sponsor shall notify cafeteria personnel several days in advance of the number of students that will be absent on the specific date.

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Field Trips (continued)

I. Pre-Planning (continued)

A. Preparation of Students

6. The teacher-sponsor shall acquaint the students with the purpose of the trip and point out what they are to look for.
7. Where possible, the teacher-sponsor shall involve students in the actual planning of the trip.
8. The teacher-sponsor shall inform the students as to what is expected of them in the way of behavior and dress and of what materials they may take with them.

II. Procedures on the Trip

A. Supervision

6. Teachers, administrators, and other adults acting as chaperones are expected to exercise supervisory responsibilities.
7. Supervisory personnel must be continuously alert to reasonably anticipate possible hazards.
8. Visiting guides, if available and suitable, should be used.
9. Adult chaperones (e.g., other staff personnel, parents, etc.) may accompany the group and should be briefed by the teacher-sponsor as to purposes of the trip, possible hazards, procedures, supervisory responsibilities, etc., and should receive a copy of any written procedures.
10. Per Board policy, all “overnight” trips must be approved by the Superintendent of Schools prior to the trip. In those cases, the names and ages of all chaperones must accompany the request for approval submitted to the Superintendent of Schools.

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Field Trips (continued)

III. Procedures on the Trip (continued)

A. Supervision (continued)

6. The following ratios are suggested as to approximate proportion of adult chaperones (inclusive of the teacher-sponsor) to students in terms of grade level:

Grade	Adults : Students
K – 3	One : Five
4 – 6	One : Eight
7 – 8	One : Ten
9 – 12	One : Fifteen

Names of chaperones will be placed on record in the Principal's office prior to the trip.

7. Chaperones will be apprised of their responsibilities by the teacher in charge.
8. Students will be informed of their obligation to adhere to the directions of the "teacher in charge" and chaperones.
9. Students will demonstrate equal respect for the teacher in charge and for adults serving as chaperones. Students not displaying such deportment will be reported to the principal by the teacher in charge subsequent to return from the field trip. The Principal will take disciplinary measures as he/she deems appropriate.
10. The sponsoring teacher-sponsor must notify the principal if students are to be delayed or if the itinerary is substantially changed for extended trips.
11. Should any accidents or medical emergencies occur, the teacher must immediately notify the Principal. Parents will be contacted if the situation warrants.

B. Group and Individual Activities on the Trip

1. Adequate time should be allowed for lunch (or dinner) during the field trip.
2. Time should be allowed for toilet and washroom purposes.
3. Since the students are under the authority and responsibility of the school until they return to the school, each student shall ordinarily be expected to remain with the group until return to the school.

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Field Trips (continued)

II. Procedures on the Trip (continued)

C. Educational Activities

1. Every effort shall be made to ensure optimal learning by students on the trip.
2. If feasible, students shall be given the opportunity to collect other information not necessarily related to the stated purposes of the trip but considered to be educationally valuable.

D. Adult Behavior

1. Adults, teachers, and chaperones shall, at all times, conduct themselves in such a way as to demonstrate the best example to students.
2. Ordinarily, adults shall stay with the group at all times.
3. Smoking, use of alcoholic beverages, or any illicit substance is prohibited during the field trip. The prohibition extends to all students, teacher-sponsor, and chaperones.

E. Student Behavior—The regular school behavior policy is in effect on all field trips.

III. Follow-up Activities

A. Reports

1. As soon as possible after the trip, the teacher-sponsor shall make a written report to the Principal as to its success.
2. If transportation or other details arranged by the Principal have proven to be unsatisfactory, the teacher-sponsor shall so report to the Principal for follow-up and correction for the next similar trip.
3. If an accident or medical emergency has occurred during the trip, the teacher-sponsor shall immediately furnish the Principal with complete written details as to apparent cause and effects and as to what actions were taken by teacher-sponsor.

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Field Trips (continued)

IV. Follow-up Activities (continued)

B. Educational

1. At the first opportunity, the teacher-sponsor shall review the stated purposes of the trip and observations made on the trip with the group. A brief written evaluation shall be submitted to the Principal.
2. If practicable, a written or audio-visual report should be prepared by students as a language arts class project. The teacher's assessment of the activity will accompany the report.
3. Appropriate communications expressing appreciation to those who hosted the group during the field trip are encouraged.
4. The teacher-sponsor shall guide the group through a variety of suitable follow-up activities leading to additional learning as an outcome of the trip or as an introduction to other learning.

V. Non-School Sponsored Trips

The Board of Education will not accept responsibility for trips not covered by Board policy.

Non-school sponsored trips planned for profit by staff members may not occur on school time and, therefore, are not to be planned on school time. ("Profit" is defined as monetary gain in excess of expenses.) The facilities of the schools may not be used in planning such trips. Letters to parents, directions, or other communications may not be duplicated on school equipment or distributed at schools. Teachers planning such trips should look to community agencies or organizations outside the schools. (In some communities, the YMCA, churches, recreation departments, etc., are used when organization sponsorship is needed.)

Summary Statement

It is understood that each Principal may and is encouraged to apply his/her judgment in modifying or adding to these regulations to suit the needs of specific field trips. The Superintendent shall be informed of any such modification(s). At the close of each school year, the administration will compile a list of field trips by grade and school in order to enhance communication between schools regarding field trips.