

FIELD TRIPS AND EXCURSIONS

Field trips designed to stimulate student interest and inquiry and provide opportunities for growth and development are considered appropriate extensions of school programs. To the extent that they provide effective means for accomplishing school objectives, field trips may be authorized.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of students, and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, the following factors should be considered in the selection of field trips:

1. value of the activity to the particular student group;
2. relationship of the field trip activity to a particular aspect of classroom instruction;
3. suitability of the activity;
4. mode and availability of transportation; and
5. cost.

The intended learning outcomes of all field trips should be carefully defined in advance of the trip itself. To this end and in order to facilitate planning, requests for trips will be submitted to the Principal by September 30 of each school year. The Principal will forward to the Assistant Superintendent for Instruction a list of field trips he recommends for approval by October 15 of each school year.

Trips outside of the school day and/or trips beyond a fifty (50) mile radius must be submitted for approval by the Board of Education. Such trips should be submitted to the Assistant Superintendent for Instruction by the Principal or the Instructional Supervisor. The Assistant Superintendent will review the request, submit it to the Superintendent with recommendations for approval or disapproval, and notify those recommending the trip concerning action by the Superintendent and/or the Board.

Reference: Education Law § 3623

FIELD TRIPS AND EXCURSIONS REGULATION

All field trip recommendations must include a brief rationale for the experience, the actual description of the experience, the learning outcomes, the students who will attend on the trip, the rules and regulations for the trip, the chaperone responsibilities, and any special arrangements made for the conduct of the trip.

If a District-owned vehicle is being considered for the trip, the Administrative Assistant must be contacted to determine the availability of a vehicle and a Bus Service Request Form is to be submitted with the recommendation.

School Bus Field Trip Allotments

By September 1 of each school year, the Administrative Assistant will alert each Principal and/or supervisor concerning the number of field trips allotted for the building or department.

The procedure for submitting a special Bus Service Request Form is as follows:

1. Complete the field trip form and submit it to the Principal.
2. Complete the Bus Request Form in detail as indicated under "Important Directions" listed on the form.
3. Forward Parts 3, 4 and 5 of the Bus Request Form to the Supervisor of Transportation for approval. If the request cannot be scheduled, the Principal will be notified.
4. Field trips must be scheduled between 9:30 am and 1:30 pm.
5. Field trips authorized by the Principal are limited to a distance of a fifty mile radius one way.
6. Because of final examination and Regents examination schedules at the end of the school year, no field trips will be scheduled after the second week in June.

By April 1 of each school year, the Administrative Assistant will summarize the number of trips taken and provide the Assistant Superintendent and Principals with a summary for review and, if appropriate, re-allotment.

Guidelines for Chaperones

1. The ratio of chaperones to students for all field trips in Grades K-7 shall be minimum, as when practical, of one (1) chaperone to each ten (10) students. At the discretion of the teacher(s) and/or Principal, more chaperones may accompany the group.
2. The ratio of chaperones to students for all field trips in Grades 8-12 shall be a minimum of one (1) chaperone to each fifteen (15) students. More chaperones may accompany the group at the discretion of the teacher(s) and administrators(s) involved.

3. Any trips which are to be of more than one day's duration, that is any trip where students are to stay out of town for one or more nights, shall have a minimum of one (1) chaperone for each six (6) students. Special circumstances may be noted in the field trip request which may cause the Superintendent and the Board to use their discretion in approving the request when the number of chaperones is less.
4. Overnight trips are required to have an administrative chaperone, unless approved otherwise by the Superintendent.
5. Any trips out of the country shall be consistent with the Administration Regulation developed for these trips.