

FIELD TRIPS

The Board recognizes that firsthand learning experiences provided by field trips can be effective and worthwhile. In planning and authorizing field trips, primary consideration will be given to the safety and welfare of the students involved, as well as to the educational value to be derived. Student behavior on field trips is governed by the District's Code of Conduct, Policy 5300.

Approval

All requests for field trips must be approved in writing prior to embarking on a trip. The Teacher-In-Charge must submit to the principal the following documents:

1. A *Request for Field Trip – Day* [Exhibit 4531-E5] or a *Request for Field Trip – Overnight* [Exhibit 4531-E6]
2. A copy of the permission slip that will be distributed to students [Exhibit 4531-E7, 4531-E8 or 4531-E9]
3. A trip itinerary
4. A detailed supervisory plan (Overnight or Out-Of-Country)
5. A *Transportation Request* form, if applicable
6. A *Request for Approval of Non-Conference Business/Travel Expenses* form for each staff member, if applicable

The Field Trip request and all pertaining documents must be submitted as a single packet in the order noted above. The following chart indicates the submission timeline for trip approvals:

Type of Trip	Submit to Principal	Submit to Superintendent	Submit to Board of Education
Day	40 days prior	N/A	N/A
Overnight	75 days prior	60 days prior	15 days prior to a Board meeting*
Out of Country	225 days prior	210 days prior	180 days prior

*Approval of specific recurring academically related overnight trips may be granted at the Board's Annual Organizational Meeting in July. Such approval is dependent upon submission of all required paper work to, and approval by, the Superintendent of Schools.

Any exception to these time limits requires the approval of the Superintendent.

Written parental permission must be obtained for every student in advance of the trip using forms 4531-E7, 4531-E8 or 4531-E9. The permission form will include a section for the parent/guardian to identify student health concerns. Signed forms will be kept on file in each school for one calendar year.

The Principal and/or the Superintendent or his/her designee have the right to cancel a trip for any reason.

Field Trip records for trips that do not require busing or Requests for Approval of Non-Conference Business/Travel Expenses will be maintained in each school. All other field trip records will be maintained in the Transportation Office. Overnight & Out-of-Country trip records will also be maintained in the Office of Instruction.

Transportation

The Transportation Office will establish and administer procedures for the ordering and scheduling of buses for field trips. Public transportation may be authorized when appropriate. Private vehicles may not be used to transport students on field trips. An exception may be made for a parent/guardian to drive his/her own child to a field trip location when there are special circumstances and with prior approval of the building principal.

When school/coach buses are used, the Teacher-In-Charge will submit a signed and completed *Pre-Trip Report* [Exhibit 4531-E1] to the Principal prior to departure, and completed *Post-Trip Report* [Exhibit 4531-E2] to the Principal upon return. Copies of both reports are to be sent to the Transportation Office and will be kept on file for one calendar year.

No trip involving a stay of one or more days away from home will depart unless the Teacher-In-Charge is in possession of all necessary documentation for the travel arrangements. This includes train or plane tickets for all participants, and written confirmation of hotel, restaurant and other reservations, where applicable.

Scheduling

Every effort will be made to return students to school from day trips in time for regular dismissal.

Principals will be responsible for establishing clear procedures for communicating with parents in the event of a delay in returning from a field trip.

Supervision

Appropriate and adequate supervision will be provided on all field trips, taking into account the nature of the event, the age of the students involved, the activities, and the geographical location. Along with every request for an overnight trip, a supervisory plan must be prepared and submitted for approval as noted above. The plan shall include, but not be limited to, provisions for overseeing students' activities during the day, and monitoring students' sleeping quarters throughout the night. Supervision may be provided by Great Neck staff or other supervisory staff assigned at the site of the trip. The plan should be accompanied by a detailed schedule of events and activities, and the ratio of students to supervisors at these events and activities. The Principal will make a determination regarding the adequacy and appropriateness of supervision based upon a review of the plan, and may recommend assignment of additional supervisors.

Accompanying adults, in addition to the Teacher-In-Charge, will be assigned according to the following ratios:

- Grades K-2 -- One adult per 10 students
- Grades 3-12* -- One adult per 15 students

All students on a field trip will return to the school with the group. A student may be released to a parent/guardian or other authorized person at the place of departure only upon prior written notification and approval of the Principal.

Should a student be unable for any reason to return from a field trip with the group, a certified staff member of the District will remain with the student until he/she can be released to a parent or other authorized person.

Should a student be required to be transported home prior to the conclusion of a field trip, it will be the parents'/guardians' responsibility to make appropriate arrangements for such transportation. In the event that a student's disqualification or departure prevents other participants from partaking in the activity to its conclusion, the District may seek reimbursement of all costs associated with the trip from that student and/or his/her family.

*On overnight Outdoor Education trips, the ratio of one adult per 15 students will include the teacher.

Parent Notification

The Teacher-In-Charge must use the *Permission Slip* form [4531-E7, 4531-E8 or 4531-E9] to provide parents/guardians with the trip details at least one week prior to the trip. The form will include the following: costs, arrival and departure time, mode of transportation (e.g., school or coach bus, railroad), lodging arrangements (if applicable), emergency telephone number, activities, itinerary, and the name of the Teacher-In-Charge. Other information may be attached if necessary.

Following a Field Trip

At the conclusion of each field trip, the Teacher-In-Charge will provide the Principal with a:

1. *Post Trip Report* [Exhibit 4531-E2]
2. *Trip summary Report* [Exhibit 4531-E3]
3. *Trip Incident Report* [Exhibit 4531-E4] if an incident affecting the health, safety or morals of one or more students occurred in which case this report is to be completed within 24 hours of return and a copy of such sent to the Superintendent.

These forms will be kept on file for one calendar year.

Financial Considerations

All field trips funded by the District must fit within the school's budget allocation for such activity. The Principal will ascertain funds availability prior to approving Field Trip requests. Any expenses for which students are responsible must be paid in advance of the trip.

Prior to approving a trip, the Principal will ensure that no student will be denied participation for financial reasons.

Teachers and other district employees who supervise field trips will be compensated by the District in accordance with the prevailing collective bargaining agreement. No employee will accept compensation from any outside source in relation to any field trips arranged or supervised.

In the event a trip is cancelled for any reason, the District will not be responsible for refunds.

Implementation

Principals will be responsible for ensuring that every Teacher-In-Charge has reviewed a copy of this policy. Confirmation of this can be found on the *Field Trip Request* form [Exhibit 4531-E5 or Exhibit 4531-E6] completed by the Teacher-In-Charge.

Principals will also be responsible for developing internal procedures at the school level to ensure effective and timely implementation of this policy.

Great Neck Public Schools

Adopted: 7/5/88

Amended: 10/31/94; 3/6/95; 6/7/04; 3/27/06; 7/1/10; 11/19/12; 12/14/15