

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

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FIELD TRIPS AND EXCURSIONS

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Field trips will be authorized by the Principal.

The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the Principal. A Warning and Consent Form should be sent to the parents of each child participating for a signature and return. This is to be done after the field trip has been authorized. No child may leave the school grounds on a field trip unless the form has been signed by the parents.

Consent Forms of those attending should be filed with the Principal before the trip. Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal before the trip will be taken.

Any overnight field trips must have the approval of the Board.

Adopted by CSB: 10/8/07

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY IJOA
FIELD TRIPS AND EXCURSIONS

Field trips shall be planned carefully as an extension of the core curriculum. Trips organized by staff will be considered as school activities and all of the regular school rules and regulations shall be in effect. Pre-Planning will be thoughtfully planned by the classroom teacher and pupils, and there shall be an appropriate follow up and evaluation within the classroom. The school administration shall have the authority to approve all area school day field trips. All field trips must be approved at least one month prior to the date of the trip. Consideration for health, safety and supervision shall be provided in writing. Each field trip must have a current CPR and First Aid certified person in attendance. Overnight and more extensive trips require considerably more planning and specific supervision plans

SCHOOL DAY TRIPS

Authorization: The school principal shall have the authority to approve all school day field trips. Field trip requests shall be prepared by teachers and submitted to the principal at least one month in advance of the proposed trip. No trips shall be taken without approval on the prescribed form. Parent Approval Written permission must be obtained from a parent prior to the participation of a pupil.

Frequency of Trips/Expenses: A budgetary amount for transportation will be requested annually and the number and nature of field trips will be limited by the actual amount appropriated and allocated to each grade. This amount may be augmented by funds from donors.

Where money or admission fees are required, provision shall be made so that no child is eliminated from participation due to lack of funds. All funds collected must be turned into the Administrative Assistant, prior to departure. At that time a check will be issued for the trip and given to the staff member. Funds collected will be deposited into the appropriate Account.

Transportation: Shall be furnished by a contract carrier or other means of transportation as approved by the administration and according to school board policies. Walking is an approved form of transportation when authorized by the school principal and with appropriate provisions for safety.

Employee Liability Insurance: The school's insurance policy provides liability coverage for employees on approved school trips.

Adequate supervision, as determined by the principal, must be provided. The minimum recommended ratio is one adult for every ten children on day trips. The classroom teacher must accompany the class on these field trips. Parents are encouraged to participate in field trips as partners in the educational process.

Safety and Health: The teacher is responsible for obtaining a first aid kit from the school nurse and any other items necessary for the safety and health of the children. The teacher shall instruct chaperones carefully concerning safety needs and supervision.

Record of Trips: The principal or designee shall keep a file on field trips and ensure that all written approvals and important data are appropriately maintained.

Administrative Regulations: All of the administrative regulations indicated herein shall be in

effect. Other regulations for these trips shall be imposed as specified.

OVERNIGHT TRIPS

The Superintendent (or his or her designee) shall have the authority to approve area or regional trips requiring students to spend one to three nights away from home. Teacher requests should be forwarded to the principal **at least one month** in advance of the proposed overnight trip. The principal will forward his/her written recommendations to the Superintendent in advance of the proposed trip.

Exceptions: Unless the prior approval provides otherwise, overnight trips approved once through this process will revert to principal approval/disapproval in ensuing years. Athletic tournaments are also exempted from this requirement. Special overnight choral, band, and club trips may also be approved by the principal.

EXTENSIVE TRAVEL, DOMESTIC OR OVERSEAS

Proposed trips requiring students to be away from school for more than four days shall only be authorized by the School Board. The principal shall exercise extensive review of trip proposals before recommending approval to the Superintendent. The Superintendent (or his or her designee) will then present the trip and its details to the School Board. Students participating in extended field trips are expected to pay the full cost for these experiences although school personnel are encouraged to help students find the resources they might require.

Proposals of this nature are to be submitted by teachers to the principal by April 1 of the school year immediately preceding the school year of the proposed trip. Field trip proposals submitted by this date are to include:

1. a written statement of purpose that also clearly provides evidence of the proposed trip's relationship to established curriculum,
2. a tentative itinerary that states where students will go, how they will travel, with whom or at what type of facility they will stay, and how they will be effectively supervised while they are away from home, and
3. an estimate of total trip's cost per student.

The principal will approve/disapprove the proposals by May 1 and the Superintendent will make a similar decision by June 1. A list of all approved trips of this nature will be posted by September 1.

The principal and/or Superintendent may deny trip approval based upon his/her perception of the needs of the students, perceived safety for students, excessive cost, chaperoning requirements, age or developmental stage of the students or lack of relative educational value. After approval, trip organizers will make tentative trip details available to parents and students by September 1 of the year in which the trip is planned. Building administrators will provide permission slips that meet legal counsel's expectations with respect to school district liability. Building principals are further required to present a copy of the proposed itinerary to the Business Office for insurance company purposes.

Trip sponsors or faculty leaders are required to periodically consult with the U.S. State Department to review any travel advisories as may be posted for any foreign country to be visited by school district students. Trip leaders will share advisories with the principal who shall, in consultation with the Superintendent, determine whether any risks associated with travel to a foreign country outweigh the educational value of the pending trip.

The district reserves the right to cancel trips at late notice for safety reasons and shall incur no

costs as a result of funds previously paid by students and/or their parents.

Exceptions: Unless prior approval provides otherwise, experiences approved once through this process will revert to principal approval in ensuing years (e.g., eighth grade AHT Trip, Nature's Classroom, New England Heritage Tour).

SPECIAL ATHLETIC OR OTHER EVENT TRIPS

Even though the proposed activity is not intended to be school-sponsored, school employees wishing to take students to special events shall secure the approval of the principal before approaching students and requesting student participation. Examples of this kind of activity include athletic tournaments, TRI- M activities, DI, etc. scheduled when school is not in session or held off school property.

When administrative approval to approach and solicit students' involvement is attained, school employees participating in these events shall make it clear to students and parents that these activities are not school-sponsored and that the school district has no liability whatsoever with respect to such trips.

Approved C - 10/10/11