

# REGULATION

2007

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Instruction

## **SUBJECT: FIELD TRIPS/GENERAL GUIDELINES**

The following information is provided to assist staff in planning for field trips and transmitting requests for approval. All transportation involving District students must be processed and approved by the Building Principal, and in cases in which School District vehicles and/or drivers are to be used, approval of the Superintendent or his/her designee is also required. If the trip is outside the city limits it must be approved by the assigned Community Superintendent.

The approved Field Trip Request Form must be on file in the Principal's office prior to the beginning of the trip. A copy is also to be on file in the Transportation Office before transportation can be scheduled. The forms must be kept on file for the duration of the school year.

### **Definitions**

- 1) A field trip is an approved School District sponsored and planned activity, involving students, which takes place away from the traditional school setting. Included are all events and activities outside of the school for which participation, cooperation, or support of the activity is under the control of the school Principal. When a field trip is considered, it must be examined to assure that the trip is:
  - a. Appropriate to the curriculum;
  - b. Appropriate to the level of maturity of the students; and
  - c. Within a reasonable distance from the school.
- 2) Student transportation includes any mode of transportation necessary to transport students on an approved educational and/or recreational field trip. Such forms of transportation may include:
  - a. Private Contractor Charter Buses etc.
  - b. District School Buses
- 3) Emergency situations are those instances when a staff member may be asked to provide transportation for a student under some unexpected emergency circumstances (e.g., student or family illness). An emergency covers those instances which occur without prior notice and preclude the provision of the District's usual means of transportation. In such instances, alternate transportation will be provided in accordance with law as enumerated in the subheading "Direct Supervision of Students."

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- 4) A Walking Field Trip is defined as those excursions that involve taking students off school grounds but within walking distance of the school so that no other form of transportation is needed.
- 5) Overnight Field Trips include local, out of state or out of country trips which require that students obtain overnight accommodations.

### **Guidelines**

The following guidelines should be adhered to if a field trip or other group absence is planned:

- 1) Obtain and complete proper forms at least three (3) weeks prior to day trips and at least six (6) weeks prior to overnight trips.
- 2) Secure written parent/legal guardian permission, emergency contact(s) if the parent/legal guardian is unavailable, and any necessary medical information relating to the student's well being while participating in the field trip - including any medication that may need to be administered.
- 3) Notify cafeteria staff of the number of students who will be out of the building at lunch time at least one (1) week in advance where feasible.
- 4) For those students who remain at school, it is the teacher's responsibility, in conjunction with the Principal, to arrange coverage by other faculty members and to provide any materials (plans) needed.
- 5) Teachers shall prepare and submit to the Main Office by the morning before a scheduled trip a list of all students who will be on the field trip or other activity. Attendance should be taken at the beginning of the trip and the Main Office notified of any students who are missing.
- 6) Student conduct is governed by the District's Code of Conduct, and disciplinary action may result for a student's violation of such Code.

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**SUBJECT: FIELD TRIPS/GENERAL GUIDELINES (Cont'd.)**

## **Direct Supervision of Students**

Direct supervision of students must be provided to and from the field trip location as well as at the site. Students must be provided supervised transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of a student participating in such event has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the District impractical, a representative of the School District shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his/her parent or legal guardian.

## **Chaperones**

Chaperones will immediately advise the teacher in charge of the activity of any intervening circumstances which would prevent a student from being transported back to the District. Arrangements will then be made for a representative of the District to remain with the student until the student has been delivered to his/her parent or legal guardian. The ratio of students to chaperones will not exceed a 6:1 ratio.

## **Cancellation of Field Trips**

The Superintendent/designee may cancel previously approved field trips due to extenuating circumstances.

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## **SUBJECT: OUT OF COUNTRY TRIPS**

- 1) All out of country trips that use District funds, equipment, or personnel and occur during normal school calendar must be sanctioned by the Board of Education.
- 2) Federal funds will not be used for any out of country trips.
- 3) Students involved in out of country trips will be expected to behave in an exemplary manner at all times.
- 4) All out of country trips will be supervised by a staff member of the Buffalo City School District.
- 5) Reports on out of country trips will be given to the Superintendent by the staff member in charge within a reasonable time after the trip has been concluded.
- 6) The country must be identified as safe for travel by the United States State Department.

**DO NOT SCHEDULE UNTIL APPROVED**

Revised: 10/23/07