

SUBJECT: OVERNIGHT FIELD TRIPS

The Board of Education recognizes that an overnight field trip may be an educationally sound and important ingredient in the instructional program or approved co-curricular or athletic activities of the schools.

Overnight field trips must be under the supervision of a school district teacher, advisor, or coach. Overnight field trips require that student conduct and attendance are governed by the same rules of behavior and eligibility that govern the related regular classroom or co-curricular activities. Additional expectations and guidelines related to the duration of the trip and accommodations arranged as part of an overnight field trip may also be imposed. For each student participating in an overnight school-sponsored field trip, the supervisor of the trip shall obtain written parental/guardian acknowledgement and permission for the following: transportation and accommodation arrangements; medical and insurance information and treatment permission; as well as any related additional trip expectations and guidelines. Parental contact information for the time during the trip must also be obtained. All documentation must be provided to the building administrator prior to trip departure. A list of student participants must also be provided in advance to all staff that will be affected by student absences for the field trip. Medical and contact information must be kept in a manner that is readily available to the supervisor during the trip

Overnight field trip proposals must include the following components: itinerary, scope, duration, transportation, costs, and cancellation insurance protection or its equivalent for students. Overnight field trip proposals must be submitted to the principal far enough in advance to permit a review of trip components by the principal, Superintendent and the Board of Education before any student or parent involvement in planning or fund raising for the trip (usually 3 to 6 months). The Superintendent of Schools or his/her designee may cancel previously approved overnight field trips due to extenuating circumstances.

Approval of an overnight field trip shall be dependent upon the following:

- a) Overnight field trips may be approved when the educational purpose to be served by such trips is, in the judgment of the principal, worth the disadvantages associated with such trips (such disadvantages include missed class work, costs of travel and lodging, health and/or safety concerns associated with locations or transportation, need for continuous supervision of students throughout the duration of the trip, among others);
- b) Overnight field trips may be approved when the activities involved on consecutive days are scheduled in such a way as to return to the district after the first day would impose undue hardship;
- c) Overnight field trips may be approved when the distances involved are so extensive that to return from the activity on the same day would be impossible and/or unsafe;
- d) Overnight field trips may be approved when weather conditions are such that a same-day return would endanger students and staff members;
- e) Overnight field trips must be chaperoned by a sufficient number of school approved personnel to permit the safe supervision of students and student participation in activities scheduled as part of the field trip. Chaperones are expected to be involved in the continuous supervision of students throughout the duration of the trip. Overnight field trip participation must be non-profit for the supervisor, chaperones, or the sponsoring organization.

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- f) Overnight trips will not be approved when, in the judgment of the principal, they impair the ability of student participants to benefit from the normal educational process; and
- g) Overnight trips shall not be approved without sufficient funds being available for the trip.
- h) The person responsible for organizing the field trip shall have sent to the Business Office, no earlier than one week prior to and no later than 24 hours prior to the actual departure date and time the following from any commercial transportation source that is not owned and operated by the Tully Central School District:
 - 1. License abstract of the driver(s) for the transportation
 - 2. Most recent Department of Transportation inspection report on the vehicle(s) to be used for the transportation

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5730 -- Transportation of Students
#7310 -- School Conduct and Discipline
#8640 -- Field Trips
District Code of Conduct on School Property