

FIELD TRIPS

The Berlin Central School District Board of Education encourages student participation in field trips when they have a clear relationship to curriculum content and contribute to the academic and educational enrichment of students. The criteria for consideration of requests for authorization for field trips shall include: attention to safety precautions; educational value and appropriateness including relationship to curriculum; selection and appropriateness of sites; consent forms for parents; transportation limitations and restrictions; disruption of the instructional schedule and adequacy of adult supervision of students during trips.

Requests for Authorization of Field Trips

Requests for the approval of all field trips must be submitted in writing by the sponsoring faculty member to the principal, on a form provided by the District.

Principals shall have the responsibility to recommend approval, disapproval or modification of such trips to the Superintendent of Schools and shall perform such responsibility in a timely manner. The Superintendent shall have the authority to dispose of such recommendations as he or she deems appropriate and as provided herein. Requests for authorization for overnight trips or trips outside of the United States shall be submitted to the Board of Education, together with the recommendations of the principal and Superintendent of Schools for disposition.

Chaperones for Field Trips

All field trips must be chaperoned by adults, including both male and female teachers. Exact numbers of chaperones required shall be determined by the principal, class advisor and class officers. No less than one adult per every ten students must be available to chaperone a field trip. A minimum of one member of the District faculty or administrative staff must accompany each field trip. On overseas trips, chaperones shall be responsible for maintaining a copy of the passport of each student participating in the trip.

Distance, Length of Field Trips

Field trips using public transportation shall generally be limited in duration to a single day, approximately eight hours in duration. Trips extending beyond eight hours in duration shall generally be limited to students in grades five through twelve.

Permission of Parent / Guardian Required

Written parental permission for each participating student, must be obtained for all field trips. The form shall be provided by the District and inform parents about the trip, including an itinerary. The form shall specify the modes of transportation to be utilized and provide for the signature of the parent / guardian providing express permission for the student to participate in the field trip.

One-Day Field Trips

Requests for authorization for one-day field trips must be submitted to the principal for consideration at least ten days prior to the publication or student notification of the planned trip.

Student Responsibilities

Students participating in field trips shall observe the school code of conduct at all times during a field trip. Students must never travel alone while on a field trip and must always be accompanied by at least one other student. Students must always carry personal identification while on a field trip, including home address and telephone number. Students are responsible for all school work missed while on a multi-day field trip and teachers shall be responsible for providing all such work to students, at least one day prior to the scheduled departure of the field trip.

Field Trips in Excess of One Hundred Miles and Overnight Field Trips

Field Trips in excess of one hundred miles are encouraged only if the experience is unique and unable to be replicated at a closer distance.

Overnight field trips or trips abroad must meet all of the following requirements:

1. be approved by the Superintendent of Schools
2. be supervised by the school faculty
3. be submitted for Board of Education approval at least 60 days prior to the planned departure date.
4. Have an itinerary that includes: listing of all events and activities (where students will be at all times), locations of where students are lodged (including addresses and phone numbers of such locations), mode(s) of transportation, names of faculty members supervising the trip.

Senior Class Trip

The Senior Class Trip should be scheduled during the Spring Recess or other scheduled vacation period. The primary purpose of the trip shall be educational in nature and the trip shall be consistent with all other requirements for field trips. All seniors shall have the opportunity to attend the trip, at the lowest cost possible. The final destination of the trip shall be determined by a majority vote of the senior class.

The itinerary for the senior trip shall be developed by the senior class advisor, senior class representatives and the high school principal. Request for authorization for the trip shall be submitted to the Superintendent of Schools for inclusion on the February Board of education agenda. A financial statement reflecting the cost of the trip, and the source of the funds must be submitted along with the itinerary. There must be demonstration of sufficient funds in the class treasury to defray the cost of the proposed trip. Financial commitments shall not be made prior to approval of the trip by the Board of Education.

Optional Field Trips - Students will be charged actual costs for optional field trips. Such trips are ordinarily done outside of regular school hours.

Equal Opportunity

All students shall have an equal opportunity to participate in field trips that are a mandatory part of the educational program. No student shall be denied an opportunity to attend such field trips due to inability to pay the costs associated with such trips.

Donations for Field Trips

The Board of Education will accept contributions for the purpose of funding specific field trips, provided that the proposed trip will meet the requirements for school-sponsored trips as determined by the principal, superintendent and Board of Education.

References:

Education Law §3623