

## FIELD TRIP ADMINISTRATIVE REGULATIONS

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### 1.0 Definitions

**1.1** A Field Trip is any school sponsored event or activity that is held off of school property for educational or incentive purposes.

**1.2** Educational Field Trip – A trip chosen and supported by the teacher(s), and approved by the principal, which supports, enriches or deepens the learning experience of specific curricular Content Standards. These can be extracurricular or co-curricular in nature;

**1.3** Incentive Field Trip - A trip chosen and supported by the teachers(s), and approved by the principal, which is used as a positive behavior support to encourage students to meet the high non-academic standards & expectations of the school. These can be extracurricular or co-curricular in nature;

**1.4** No student shall be denied the opportunity to take part in a field trip which is related to classroom instruction because of an inability to pay for admission fees or other costs. No student shall be required to pay the costs of transportation, admission fees or any other costs related to field trips which are deemed a part of the instructional program.

### 2.0 Election to Conduct Field Trip

All field trips must be planned in advance and approved by the school administration. All out-of-state trips, out-of-country trips, class-related trips requiring a student to miss more than one day of school, and extracurricular trips requiring a student to miss one day of school or more must also be approved by the Board. **An exception may be granted to an individual student or group of students that wins a competition supported by the Hampshire County Schools and who qualifies for a state or national level completion.** Completed field trip approval forms for out-of-country trips must be submitted to the superintendent or designee at least fifty (50) days prior to the trip. Completed forms for all other field trips requiring Board approval must be submitted to the superintendent or designee at least thirty (30) days prior to the trip. Any exceptions to the deadlines for submitting completed field trip forms must be approved by the superintendent or designee.

**2.1** Teachers shall choose/determine the need for and nature of a field trip.

**2.2** Principals, upon the advice of teachers, and, if determined appropriate, with the input of parents, shall determine the timing of school field trips.

### **3.0 Eligibility Guidelines**

**3.1** Each school shall publish guidelines which shall govern the eligibility of students to participate in school field trips. Such guidelines shall either be included in the school handbook or otherwise distributed to parents at the commencement of each school year.

**3.2** Grades may not be relied upon as the sole criteria for determining eligibility.

**3.3** Students with disabilities may not be excluded from field trip participation on the basis of disability. Parents may not be required to accompany disabled students on field trips as a condition to participation.

**3.4** Guidelines shall also include the selection criteria for chaperones.

### **4.0 Out-of-State and/or Overnight Field trips**

The following requirements must be observed in connection with out-of-state and/or overnight field trips:

**4.1** Students in the final year of elementary school and higher grade levels shall be permitted to participate in one out-of-state/overnight field trip per year;

**4.2** The instructional or incentive activity conducted on such field trips must be directly related to the appropriate grade level curriculum of the participating students;  
Hampshire County Schools Policy 2020.AR 2

**4.3** All pertinent Hampshire County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperones for the duration of the field trip;

**4.4** All participating students and chaperones must have appropriate health and accident insurance;

**4.5** Safety shall receive prominent consideration in planning all field trip activities. No swimming activities shall be permitted outside the supervision of a certified lifeguard;

**4.6** No more than three instructional days may be used for an out-of-state/overnight field trip;

**4.7** A minimum of one (1) chaperone shall be required for each ten students. At least two (2) of the assigned chaperones must be school staff members;

**4.8** A licensed doctor, nurse or paramedic (EMT) must accompany the students; and,

**4.9** Arrangements must be made for proper diet and any special needs of participating students.

**4.10 Approval—Out-of-State and/or Overnight Field Trips.**

**4.10.1** All completed, principal approved field trip request forms must be submitted to the appropriate Curriculum Director and Transportation Director at least thirty (30) days in advance of the scheduled departure date. Any failure to observe this requirement may be reflected in the principals' evaluation and/or result in disciplinary action.

**4.10.2** Upon receipt of a field trip request form, the appropriate Curriculum Director shall undertake to determine if the requirements of this policy have been met. If all requirements have been met, the request shall be forwarded to the Superintendent who may recommend Board approval of the requested field trip.

**5.0 Out-of-State Day Field Trips**

The following requirements must be observed in connection with out-of-state /day field trips:

**5.1** Students of any grade level are eligible to participate;

**5.2** The instructional or incentive activity conducted on such field trips must be directly related to the appropriate grade level curriculum of the participating students;  
Hampshire County Schools Policy 2020.AR 3

**5.3** All pertinent Hampshire County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperones for the duration of the field trip;

**5.4** Participation shall be limited to four field trips per school year, unless co-curricular in nature (band);

**5.5** The requirements of the Student Behavior Policy must be observed; and,

**5.6** A minimum of one (1) chaperone shall be required for each ten students. At least one chaperone must be a school staff member.

**5.7** All completed, principal approved field trip request forms must be submitted to the appropriate Curriculum Director and Transportation Director at least thirty (30) days in advance of the scheduled departure date. Any failure to observe this requirement may be reflected in the principals' evaluation and/or result disciplinary action.

**5.8** Upon receipt of a field trip request form, the appropriate Curriculum Director shall undertake to determine if the requirements of this policy have been met. If all

requirements have been met, the request shall be forwarded to the Superintendent who may recommend Board approval of the requested field trip.

## **6.0 Out-of-County Field Trips**

**6.1** All out-of-county field trips must receive advance approval by the Superintendent at least two weeks in advance of the scheduled departure.

**6.2** All pertinent Hampshire County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperones for the duration of the field trip;

**6.3** In-County Field Trips. All in-county field trips must receive advance approval by the Superintendent at least two weeks in advance of the scheduled departure.

## **7.0 Out-of-Country Field Trips**

Trips that are proposed to foreign countries must be approved by the Board of Education. It is the position of the Board that trips to foreign countries inherently involve communication and safety issues that require careful planning.

Trips to foreign countries must be planned at least 90 days in advance and approved by the principal and superintendent in accord with policy Hampshire County Schools Policy 2020.AR 3.

**7.1** Students in high school shall be permitted to participate in one out-of-country field trip per year and the trip is voluntary on the part of the student;

**7.2** The instructional or incentive activity conducted on such field trips must be directly related to the appropriate grade level curriculum of the participating students; Hampshire County Schools Policy 2020.AR 3.

**7.3** All pertinent Hampshire County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperones for the duration of the field trip;

**7.4** All participating students and chaperones must have appropriate health and accident insurance;

**7.5** Safety shall receive prominent consideration in planning all field trip activities. No swimming activities shall be permitted outside the supervision of a certified lifeguard;

**7.6** The ratio of students to adults shall not exceed 10 students per adult.

**7.7** District teachers or other district-certificated personnel must accompany students on all planned activities and shall assume responsibility for their proper conduct at all times.

**7.8** When there is flexibility in the selection of dates for school-sponsored extended field trips that require students to be absent from classes, such trips should be scheduled far enough apart so as not to be disruptive to the educational process for students or teachers.

**AUTHORITY:** \_\_\_\_\_

**ADOPTED:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

## Hampshire County Schools

### Student Conduct Guidelines for Overnight/Extended Trips

The following guidelines have been established to insure that every student who participates in an organized trip supervised by Hampshire County personnel will benefit from the experience and will be safe throughout the trip. This trip is a co-curricular activity like many under the auspices of Hampshire County Schools. Each student is expected to behave in the same manner he/she would at any school activity. **The underlying reason for any activity in which our students are engaged is to enhance their total educational experience.** No student shall be permitted to partake in any off-campus overnight/extended trip unless he/she and his/her parent or guardian have read together the following policies and have signed, agreeing that the student will comply with these provisions.

1. The students will understand that they represent Hampshire County School at all times and will not conduct themselves in a manner that reflects negatively on the reputation or identity of the school. Applicable rules and regulations in the Student/Parent Handbook are in effect and must be observed. It is understood that if a student willfully disregards these rules, the supervisor/chaperone will notify the parent/guardian. Serious consequences, including suspension/expulsion, may be determined by the Principal, Superintendent, or Board of Education. If parents need to be notified, an administrator of the school will also be contacted. Law Enforcement agencies will be notified of, and involved in, situations deemed appropriate/necessary by the trip supervisor or as required by law.

2. The students are subject to the authority of the supervisor and chaperones at all times. If a student has any concerns about the behavior of fellow students, they are duty bound to bring these concerns to the supervisor and/or chaperone.

3. Major infractions will result in the student being sent home on the first available flight (or appropriate transportation) at the parent's expense with no refund for any remaining portion of the trip. Any additional expenses, such as an escort's time/transportation, will be charged to the student/parent. Disciplinary action will be determined upon the student's return to school.

4. In the event of illness or accident, the supervisor will determine the course of action to follow and shall be authorized to act "in loco parentis", that is, to proceed in the place of the parent. Teachers shall not assume liability, either expressed or implied, for an action taken in the best interest of the student. Parents agree to assume any medical expenses not covered by their own family medical insurance policies.

5. Any medication that must be administered during the overnight/extended trip, either over the counter or prescribed medicine, requires a physician's written order and parental authorization be given to the trip supervisor. Required medication must be in a properly labeled container. The student may carry and self-administer the medication during the trip.

6. Smoking is prohibited.

7. The school's alcohol and substance abuse policies will be adhered to regardless of the laws or customs of other countries.

8. The nightly curfew will be \_\_\_\_\_ P.M. Students are expected to be in their own room with the lights out at this time. Bed checks will be made. Students may not leave their hotel room once bed checks are made. The hotel staff has been advised to notify the supervisor if there is any infraction of this rule.

9. Your assigned rooms are for you and your roommate's use. No other student is to occupy that room after curfew. Students may not have students of the opposite sex in their room at any time.

10. Students must be on time for all scheduled activities and for each meal in the tour. Each student will fully participate in each day's program. Students will not deviate from the schedule, program, or directions of the chaperones without their consent.

11. Students must respect hotel property. The student is responsible for any damage or misappropriation of hotel property. The student is responsible for restitution should any damage or loss of property occur. The student must reimburse the hotel before the group leaves the premises.

12. Students must be considerate and respectful of the rights of other hotel guests. Unnecessary and loud noises, such as slamming doors, running in the hallways, and loud music, are strictly forbidden.

13. Students are not permitted to change assigned hotel rooms.

14. Students are responsible for respecting the property of the transportation service. The student is responsible for any damage or misappropriation of the property of the transportation service. The student is responsible for restitution should any damage or loss of property occur.

15. Students will not enter into any vehicle except the ones provided by the county/tour. Students will not engage in any activity with persons unfamiliar to the supervisor and chaperones without their consent.

16. Student's luggage must have identification clearly visible. Students are responsible for contents of their luggage and are asked not to bring any personal property of value.

The signature of either parent to this guideline statement shall constitute full permission for the student named below to participate in the trip. It is likewise understood that Hampshire County Schools disclaims all legal responsibility on any matter whatsoever.

Together, we have read this document and agree to the terms and conditions as outlined above.

\_\_\_\_\_  
Parent's Name (print)

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date