

## FIELD TRIPS

### I. Purpose

The Operating Board recognizes that field trips out of the classroom can provide rich learning opportunities for students. For purposes of this policy, a field trip shall be defined as a journey or excursion by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, co-curricular activity or extended classroom experience and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

### II. Approval of Field Trips

Field trips must be approved in advance in accordance with administrative regulations. The following factors shall be considered for approving/disapproving requests for field trips:

- A. Purpose of the field trip, its relationship and relevance to the curriculum, and its potential benefit to students.
- B. Safety and security of the students and staff, including but not limited to potential weather conditions, number of staff members and chaperones, and accessibility for students or staff with disabilities.
- C. Cost of the field trip and the availability of transportation.
- D. Whether funding exists for the field trip through the TVHS budget and/or whether fundraising activities will be required to support student participation.
- D. Whether other opportunities exist for providing comparable educational experiences.
- E. That the field trip is appropriate to the students' ages and experience.
- F. That the field trip will be physically accessible to all participants.

### III. Permission Required

Because of the frequency of field trips at Tech Valley High School, written parental/legal guardian permission shall be obtained for field trips within the region annually. Field trips outside of the Capital Region shall require separate parental/legal guardian as well as Operating Board permission.

### IV. Applicability of the Code of Conduct

The TVHS Code of Conduct governs conduct during field trips in the same manner during regular classroom activities.

### V. Transportation

Student transportation for all field trips which require vehicular transportation shall be provided by licensed public carriers meeting applicable State and Federal regulations. The use of private automobiles by TVHS staff to provide transportation for field trips is not permitted. Parents or

students who provide their own transportation to a field trip or excursion destination or return shall not be operating under the auspices of or with approval of TVHS.

All students on a field trip transported by TVHS-provided transportation shall return on such transportation to either the point of departure or a designated school, unless TVHS receives written permission from a parent/guardian prior to the field trip authorizing the release of the student to alternative transport home.

#### VI. Fundraising

On occasion participation in field trips is possible through fundraising activities undertaken by students through an appropriate extra classroom activity fund. In no event shall a TVHS staff member incur personal expenses on behalf of a student and/or his family for transportation, hotel or other expenses.

#### VII. Administrative Regulations

The TVHS Principal may adopt administrative regulations and forms in order to implement this policy.

ADOPTED: 11/21/2019

REVISED:

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### I. Criteria for Approval of Field Trips

Field trips provide opportunities to supplement and enhance the classroom educational experience. Field trip requests must demonstrate that the:

- A. Purpose of the field trip, its relationship and relevance to the curriculum, and its potential benefit to students is clearly stated.
- B. Safety and security of the students and staff, including but not limited to potential weather conditions, number of staff members and chaperones, and accessibility for students or staff with disabilities is taken into consideration in the planning of the trip.
- C. Cost of the field trip and the availability of transportation have been accounted for during the planning of the trip.
- D. Funding exists for the field trip through the Questar III budget and/or whether fundraising activities will be required to support student participation.
- D. Field trip cannot be replaced with other opportunities for providing comparable educational experiences.
- E. Field trip is appropriate to the students' ages and experience.
- F. Field trip will be physically accessible to all participants.

### II. Approval Process

A. All field trips require approval of the Questar III principal, the director of special education or career and technical education, and the district superintendent. Field trip requests shall be submitted by the teacher leading the trip to the appropriate principal at least 21 days prior to the anticipated date(s) of the field trip. The principal shall submit the request to the appropriate program director.

B. Field trips to destinations greater than fifty (50) miles from the school or requiring an overnight stay should be submitted to the appropriate Questar III principal no later than 60 days prior to the anticipated date(s) of the field trip with the exception of competition events, where submission of a request shall be made as soon as practicable.

### III. Parental Consent

Questar III must receive written consent and medical authorization from the parent/guardian for a student to participate in the field trip.

#### IV. Field Trip Safety

Students on a field trip will be supervised by Questar III staff members at all times. Parents/guardians may participate as chaperones when needed upon prior approval of the appropriate Questar III principal.

The Questar III staff member in charge of the field trip must take copies of field trip permission forms with emergency contact numbers and medical information on the field trip.

Chaperones must be approved by the supervising principal. Other than Questar III employees, chaperones must be family members/guardians of students.

#### V. Questar III Policies

Field trips are an extension of the educational program and all policies and expectations pertaining to the behaviors of students and staff members will be in effect throughout the field trip, including but not limited to the Questar III Code of Conduct.

#### VI. Communications with Parents

All written communications to be distributed to parents regarding field trips or fundraising must be approved by the supervisor/principal prior to distribution.