

FIELD TRIPS

A. DEFINITION

A “field trip” is any journey by a group of pupils away from school premises and under the supervision of a teaching staff member. These include trips directly related to an approved course of study and may also include trips which are of a co-curricular nature.

B. APPROVAL

1. A list of field trips considered appropriate for each grade level or subject area will be prepared cooperatively by teaching staff members and approved annually by the Board of Education.
2. Teachers shall request approval of a specific field trip by submitting the form “Request for Educational Trip” to the school administration. Trips approved at the building level should be submitted to the Assistant Superintendent for district approval at least ten school days prior to the trip.
3. The request form shall include the following information.
 - a. School
 - b. Date submitted
 - c. Date of trip
 - d. Time of departure from school
 - e. Expected time of return
 - f. Destination(s)
 - g. Transportation arrangements
 - h. Class or grade
 - i. Number of students
 - j. Number of chaperones
 - k. Description of trip; itinerary
 - l. Educational value; relationship to curriculum
 - m. Follow-up activities
 - n. Approval of principal
 - o. Additional pertinent information including admission fees, meal provisions, etc.

C. PRE-TRIP PLANNING

In addition to completing the request form teachers should also:

1. Determine whether classes can be combined for economy.

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2. Distribute and collect a district permission form for each pupil who will participate in the trip. The form must be signed by the pupil's parent or guardian and will include the following information:
 - a. Date and location of trip
 - b. Medical release
 - c. Volunteer sign-up request
3. Arrange for chaperons, who may be other staff members or parent volunteers and apprise them of their responsibilities. Chaperons should be arranged according to the following guidelines depending on the type and location of the trip.

Grade Level	Number of Pupils per Chaperon
K-3	5-7
4-6	6-8
7-8	8-10

Certain trips or circumstances may warrant a lower ratio which should be noted on the request form. In the event that unusual circumstances raise the chaperon per pupil ratio above these guidelines and another chaperon cannot be obtained, the principal shall review the trip with the teacher. If in their opinion the trip can safely proceed, the principal may authorize the trip.

4. To the extent possible pre-arrange admissions, lunch and other relevant items with officials at the trip site.
5. If possible, become acquainted with the trip destination and features.
6. Prepare a roster of pupils who will participate in the trip.
7. For students in primary grades, prepare tags with the name of the school printed on the front and the teacher and school phone number on the back. These may be color coded to assist chaperons. Student names should not be printed on the tags.
8. Make alternate arrangements for any pupils who will not participate in the trip.
9. Ascertain whether any pupil participating in the trip may require medication in the course of the trip and arrange for the pupil's parent or a school nurse to administer the medication. If neither can be present the matter should be reported to the building principal.
10. Review both instructional and behavioral expectations of the trip with students.

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D. PREPARATION ON DAY OF TRIP

1. In the event of inclement weather, the teacher should consult with the principal who may determine to cancel or postpone the trip. In the case of a cancellation chaperons and the Transportation Department should be promptly notified.
2. Take attendance and submit a roster to the school office of pupils who are actually leaving on the trip.
3. Review expectations, procedures and details of the trip with chaperons. Inform chaperons of the specific group of students for whom they will be responsible.
4. Review procedures, expectations and bus and chaperon assignments with students.

E. PROCEDURES ON TRIP

1. A teacher on each bus shall have a roster of students on the bus and shall be responsible for an exact student count each time students board the bus.
2. No changes or substitutions in the trip itinerary shall be made unless an emergency or an unforeseen circumstance occurs.
3. For trips returning after the school day, a teacher shall remain until the last pupil has departed for home.
4. In the event of a delay that will bring students back to school later than anticipated, the teacher shall call the principal or designee. If late arrival occurs after the school day parents should be notified of the delay.

F. FOLLOW-UP AND EVALUATION

1. Teachers should conduct appropriate follow-up activities to assure maximum benefit from the trip.
2. An evaluation of the trip should be filed. This evaluation should include the teachers' assessment of the educational value and appropriateness of the trip as well as any difficulties which may have been encountered and ways in which the experience might be improved. Student and chaperon input should be considered in this process.

G. OVERNIGHT TRIPS

1. A trip that will remove pupils from the district overnight must be approved by the Board. Procedures for normal trips should be followed. However, at least four months

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notice should be given to allow for necessary approvals and arrangements.

2. Special care should be taken to notify parents and students of the particulars of the trip as well as rules of conduct and behavior expectations.

H. MISCELLANEOUS PROVISIONS

1. Names of chaperons will be submitted at least two weeks prior to the date of the trip.
2. All approved chaperones will accompany the children on the buses provided for the trip.

Reference: Policy No. 213

Date Approved: 5/19/82
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