

1. Teachers will receive permission from the principal for proposed trips, before bringing the trip to the attention of parents and students.
2. Field trip requests should be presented to the principal and/or assistant principal in a time frame established by the superintendent. Upon the submission of the field trip request, it will be reviewed and scheduled if approved.
3. Middle and High School students in all sections of a course should participate.
4. Approval of the field trips will be dependent upon the direct connection of the trip to the curriculum and the value of the learning experience, balanced against the loss of classroom instruction for students and teacher chaperones.
5. Middle or High School field trips should be avoided after December recess through midyear examinations and after May 15. The faculty asks that those teachers planning field trips avoid, where possible, scheduling a trip during the last two/three days of a marking period. This will help to avoid conflicts with testing or deadlines for projects.
6. During the field trip experience, students will be under the supervision of an adult or teacher chaperone. Plans for the field trip are to include educational goals, proposed activities to achieve these goals, and the identification of specific advisors responsible for student supervision during proposed activities. It is the responsibility of the teacher sponsor of the field trip to secure adequate teacher and parental supervision for all aspects of the trip.
7. For trips involving more than \$100 of expense, parents/guardians of the students on the trip must be provided with information about the cancellation/refund policy of the agency or entities connected with the trip.
8. All students and chaperones are expected to abide by the District Code of Conduct during the entirety of the field trip.

Responsibility (procedures to be the same for day and overnight trips)

An employee of the District will be responsible for any school-sponsored overnight field trip. The sponsor will be a school advisor, teacher, or coach.

The maximum chaperone to student ratio is 1:25 for teacher-student, 1:10 for parent/chaperone-student. The maximum chaperone to student ratio for overnight trips is 1:10. Numbers higher than this require special approval. When volunteers are used as chaperones, the sponsor shall provide pre-trip orientation.

Overnight	Field	Trip	Guidelines
Overnight field trips may provide positive academic and social learning experiences for students. They need to be very carefully planned to meet the special requirements of student well-being over an extended period of time and provide sponsorship protection for the District. Overnight field trips must meet all the requirements for a single-day field trip as well as the additional following guidelines:			

1. Transportation (procedures are to be the same for day trips)

Except as provided below, District transportation is the required mode of conveyance. Public transportation will require screening by the transportation supervisor. Adults may drive their children to and from overnight field trip sites with the sponsor's permission and written parent consent. Drivers under twenty-one years of age will not be permitted.

The normal passenger load ratings may not be exceeded when transporting students on an overnight field trip. All passengers in private vehicles must be provided with seat belts. Sponsors and/or approved chaperones must accompany students on any vehicle that transports students on a school-sponsored and/or approved trip.

District bus transportation will be provided whenever possible. All District transportation assignments will be determined by the availability of buses and funds as allocated by the District transportation coordinator. The teacher/coach planning a trip for which District transportation is not available may consider a charter school coach and will need to:

- Call the transportation supervisor for names of preapproved charter coach companies.
- Arrange for preapproved charter transportation to be preinspected by Bethlehem Central transportation supervisor and/or their designee.
- Call the transportation supervisor to confirm the trip and notify the supervisor of the contractor selected to complete the trip.

2. Scheduling (procedures to be the same for day trips)

Schedules and application materials for overnight trips must be submitted to the building principal and subject supervisor, as applicable, forty-five days in advance to allow the necessary time for the approval process. Applications for day trips should be submitted three weeks in advance of the field trip experience.

Any additions to the athletic schedule — including competitions sponsored by the New York State Public High School Athletic Association (NAPHSSA) — may not be able to meet these time requirements and may be approved by the building principal and superintendent.

All application materials will include a detailed itinerary of student activities during the field trip. The itinerary must be followed unless there are unforeseen circumstances. Any changes made should be reported as soon as possible to a direct supervisor.

All field trip forms should be completed and forwarded to the building principal and subject supervisor. Faculty should be notified of a field trip through the distribution of an alphabetical list of all students participating in the trip at least several days in advance. A copy of this list shall be filed with the building principal and subject supervisor's secretary at the same time.

All students participating on the trip must provide a signed permission slips that are to be retained by the teacher. Students who miss class because of their participation in a field trip are responsible for making up all missed work.

3. Accommodations/Special Conditions

To the extent possible, living accommodations should be previewed by the sponsor of the trip. Private accommodations shall be previewed by the sponsor, another school district or a school-contracted organization (i.e., a tour company or student exchange organization).

Telephone contact points and persons should be a part of all trip itineraries.

4. Health Care

The school nurse is responsible for maintaining student safety while students participate in school-related functions. These responsibilities include: communication from the health

office to instructors/chaperones regarding a student's special needs and medication administration.

After the health office is notified of a field trip, any student requiring medication or possessing a health concern will be notified by the nurse. Parents will be contacted and a medication plan will be initiated. Such a plan requires proper paperwork to be on file in the health office.

When deemed necessary, only the appropriate dosage of medication should accompany a student in a properly labeled container. Only students with a preexisting diagnosis will be provided medication coverage.

Situations that are of an emergency nature which occur during the course of the field trip experience should involve local rescue squads and police. Communication to the principal and parents shall take place as soon as possible and accident reports filed with the school insurance secretary. A faculty member should remain with an ill or injured student at all times until a parent is able to assume responsibility for their child.

5. Insurance

The premium for any additional insurance coverage for an overnight trip to protect the District must be borne by the participating group. Parents should be informed of the type of insurance coverage, including medical insurance as required. In the event of cancellation of the trip by the tour company and/or superintendent or his/her designee, the parents and guardians will not be reimbursed by the District. The following notice should be given in writing to each parent considering the trip and prior to signing the appropriate permission slip:

In the event the trip must be canceled by the superintendent or his/her designee due to terrorist action, government advisory, or other unforeseen circumstances not in effect at the time of the trip approval, the District will not be held financially responsible for costs accrued as a result of that action.

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