

R 2340 FIELD TRIPS

A. Definition

A “field trip” is any school-sponsored journey by a group of pupils away from the school premises or any overnight school-sponsored event for pupils on school property that has been duly approved in accordance with Policy 2340.

B. Approval of Trips

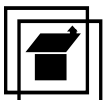
1. A teacher shall request approval of a specific field trip by submitting a written application to the Business Administrator/Board Secretary no less than thirty calendar days prior to the date of the anticipated trip. Field trip application forms are available in the office of the Business Administrator/Board Secretary and on the district website.
2. Athletic events will be approved by the Board as part of the schedule for each sport. The Athletic Director is responsible for ensuring that all sports schedules are approved by the EEO first, and then by the Board, prior to the first athletic event. This means that all sports schedules must be received by the Assistant Board Secretary no less than thirty days prior to the first athletic event. Field trips for athletic events that are not part of the Board-approved sports schedule must be submitted for Board approval pursuant to Policy and Regulation 2340.

A completed “Emergency Information Card” must be on-site at all times for every student athlete participating in every event.

3. The field trip application will include:
 - a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);
 - b. The proposed destination and, if the destination is not generally known, its description and the reason it is selected by the teacher;
 - c. The relationship of the trip to curriculum goals and objectives;
 - d. The location of the destination;



- e. Transportation agreements, the estimated cost of transportation, and the provision of safe and adequate loading and unloading areas for bus-borne pupils;
 - f. The time of departure and the estimated time of return to the school;
 - g. Provisions for emergency and sanitation facilities;
 - h. Admission fees and tolls; if any; and
 - i. Provisions for meals, if any are required.
 - j. If the trip involves more than one location, the teacher(s)-in charges will attach a copy of the itinerary to the field trip request form. Principals or their designees will keep the itinerary and the request form on file.
4. The Principal may deny a field trip request when:
- a. The application is incomplete;
 - b. The anticipated cost is excessive;
 - c. The proposed trip bears insufficient relationship to the curriculum;
 - d. The pupils involved will have been taken from the class for the trip and other activities for an excessive amount of time;
 - e. The trips conflicts with other scheduled events or with other demands on school buses;
 - f. The class has exceeded its equitable allocation of field trips;
 - g. The trip will occur during an exam period or immediately before the end of a marking period; or
 - h. The destination and trip activity are inappropriate choices for pupils of the age and maturity typical of the class.
5. The teacher will be given approval or denial of the teacher's request for a field trip. A denial of the approval will include the reason(s) for the denial.



6. For the entire duration of the trip, the administrator-on-call will have access to the following information: names and emergency contact numbers of all pupils and chaperones on the trip; phone number at each destination; itinerary (if more than one destination); whenever possible, cell phone number of teacher(s)-in-charge or (if not possible) other responsible and willing chaperones on the trip; information concerning bus or other transportation arrangements.
7. No pupil may be denied the opportunity to participate in any field trip to disability.

C. Planning and Preparation

1. Each teacher who plans a field trip should take the following preliminary steps:
 - a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes;
 - b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date;
 - c. Determine whether classes can be combined in a joint field trip for maximum economy;
 - d. Gather the information necessary to fill out the field trip application form; and
 - e. Complete and submit the form.
2. If the field trip is approved, the teacher should take the following preparatory steps:
 - a. Discuss the proposed trip with pupils, giving particular attention to:
 - (1) The purpose of the trip and its relationship to the course of study,
 - (2) What in the trip the pupils should give particular attention to and ask questions about,
 - (3) Any reports, note taking, sketching, or the like pupils should accomplish on the trip,
 - (4) The assignment of background materials and research to enhance the value of the trip,
 - (5) Rules of conduct and expected behaviors, both at the trip destination and transit to and from the destination.



- b. Distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:
- (1) The date, departure time, and return time;
 - (2) The destination and its location;
 - (3) The name of the teacher in charge;
 - (4) The means of transportation; and
 - (5) The purpose of the trip.
 - (6) The risk of losing some or all of the money paid in the event that the trip is cancelled due to an emergency.

Signed permission slips will be filed with the Building Principal who will file them until the end of the school year.

For middle school and high school trips, distribute and collect the "Student Behavior Rules for middle school and high school one-day field trips" or the "Student Behavior Rules for middle school and high school overnight field trips," as appropriate to the duration of the trip. The forms are found at the end of this regulation. The form must be signed by the pupils and the pupil's parent(s) or legal guardian. Signed forms will be filed with the Building Principals who will file them until the end of the school year. At the elementary level, teachers will review behavior expectations prior to and when necessary during the trip.

- c. Private vehicle transportation may be arranged only on the express written permission of the building principal and in accordance with Policy No. 8660.

If transportation will be by rented bus, the Principal or his designee must receive from the bus company a certificate of insurance naming the Ridgewood Board of Education as "other insured," and must retain that certification with the emergency contact numbers and the list of pupils and chaperones referenced in #2 and #3 above. A copy of the same must be filed with the Office of the School Business Administrator/Board Secretary prior to the departure of the trip.



If transportation will be by district-owned vehicle, the vehicle may only be driven by a district employee holding a valid commercial driver license with a school bus endorsement. The School Business Administrator/Board Secretary must receive a copy of the valid commercial driver license with school bus endorsement at least two weeks prior to departure.

- d. Arrange with officials at the point of destination for:
 - (1) The pupils' admission;
 - (2) The provision of any materials that will enhance the trip;
 - (3) The services of guides, if necessary; and
 - (4) The provision of meals, if necessary.
- e. Student-to-chaperone ratios listed in this document are the maximum ratios allowable in all cases; however, ratios may be slightly increased when deemed appropriate by the Principal and lower ratios should be considered for unusual circumstances. Chaperones will include at least one teacher and additional teachers or other adults to meet the required ratios. All chaperones will remain with the trip for the entire duration of the trip.
- f. The principal's approval will be indicated by his/her signature on the "Request for Field Trip" form. By his/her signature on this form, the principal verifies that all Board policies and procedures are met.
- g. Arrange for chaperones, who may be other teaching staff members or volunteer parent(s) or legal guardian(s), and apprise them of their responsibilities (see paragraph D below). The Principal or his/her designee shall ensure that each chaperone receives and understands the district information sheet "Harassment, Intimidation, & Bullying Involving Students (See Something, Say Something)". The number of chaperones appointed will be indicated below:



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Field Trips

Types of Trips and Student-To-Chaperone Ratios

One-day trips in a structured environment and less than 100 miles away

These are field trips usually held during regular school hours for which a class or grade level travels (within 100 miles of Ridgewood) to a facility with a *structured, confined* environment that has safety and security measures similar to that of a school. For example, pupils travel to a location and proceed directly from the bus to a classroom-type presentation without the opportunity to leave the group.

LEVEL	EXAMPLES	CHAPERONE RATIO
Pre School		4 pupils: 1 chaperone
Elementary	Buehler Science Center Museum Village	K-2: 7 pupils:1 chaperone 3-5: 15 pupils:1 chaperone
Middle	Theater Workshop	20 pupils: 1 chaperone Minimum of 2 chaperones
High School	Academic team to another school for competition Valley Hospital-RAHP Program Orientation.	25 pupils: 1 chaperone

One-day trips in a non-structured environment or more than 100 miles away

These trips may be held during or after school hours, but the facility does not have a structured, school-like environment. These include all trips that require traveling more than 100 miles from Ridgewood.

LEVEL	EXAMPLES	CHAPERONE RATIO
Pre School		2 pupils: 1 chaperone
Elementary	Bronx Zoo	K-2: 4 pupils: 1 chaperone 3-5: 6 pupils: 1 chaperone
Middle	Attending a show in NYC Ho-Ho-Kus Brook	15 pupils: 1 chaperone Minimum of 2 chaperones
High School	Trip to the theater for an afternoon show Visit to Tenement Museum in NYC	18 pupils: 1 chaperone Minimum of 2 chaperones



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Field Trips

Overnight field trips

This includes all travel within the United States that uses ground transportation and will be one night or more. This also includes any athletic teams that travel for competition.

LEVEL	EXAMPLES	CHAPERONE RATIO
Elementary	Mystic Seaport	8 pupils: 1 chaperone
Middle	Camp Bernie	15 pupils: 1 chaperone
High School	American Studies trips to Gettysburg, Washington, etc. DECA state competition Band competition Penn Relays; State Wrestling Tournament*	15 pupils: 1 chaperone Minimum of 2 chaperones

* Athletic events that require overnight stay but aren't confirmed until entry qualifications are completed will be placed on the sports schedule for approval at the beginning of each season.

Any field trip using air transportation or involving international travel

This includes all travel within the United States that use air transportation and will be one night or more. This also includes international travel for any reason. (Subject to special insurance coverage.)

LEVEL	EXAMPLES	CHAPERONE RATIO
Elementary	N/A	
Middle	Canada	<u>Air travel</u> – 5:1 Ground travel - 8:1 Minimum of 2 chaperones
High School	Student exchange program National DECA competition	8 pupils: 1 chaperone Minimum of 2 chaperones



- h. If unfamiliar with trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.
- i. Notify other teachers or departments, as appropriate, of the nature of the field trip and the pupils involved in the trips:
 - (1) To permit other teachers to plan for absences; and
 - (2) To encourage other teachers to incorporate the field trip experience in their lesson plans.
- j. Give the Principal an accurate list of pupils and chaperones and emergency contact phone numbers.
- k. Make alternate educational arrangements for any pupils who will not participate in the field trip.
- l. Check pupil lists with the school nurse prior to departure regarding the following:
 - (1) Pupil medical information and/or forms to be carried during the trip. Any medical information recommended by the nurse to be carried on the trip must be carried at all times by the teacher(s)-in-charge or another teacher who is chaperoning. Pupil medical information may not be carried or accessed by a chaperone who is not employed as a Ridgewood Public Schools teacher.
 - (2) Pupils requiring medication.
 - (a) If any pupil will require medication during any trip, either his/her parent or legal guardian or a Board-approved nurse must accompany the trip as a chaperone to administer the medication, except where pupils are allowed to self-administer medication under statutory authority.
 - (b) There are only two exceptions to (a) above:



- i. If the field trip is to a destination that employs a registered nurse, and if the registered nurse employed by the facility is available for the entire time that pupils will be in attendance, a Board-approved school nurse will not be required to accompany the trip. In that case, medications will be carried by the teacher-in-charge, and will be administered by the nurse employed by the facility.
 - ii. The school nurse may confer with the pupil's parent and/or doctor to alter the schedule for administering medication so that the medication does not have to be given during the time of the trip. This requires the school nurse to obtain a written order signed by the doctor detailing the altered schedule for administering the medication. The school nurse must keep this written order on file.
- m. A Board-approved nurse will accompany all overnight field trips for elementary and middle school pupils. The only exception is in the case of trips to facilities which provide their own registered nurse. If the registered nurse employed by the facility is available for the entire time that pupils will be in attendance, a Board-approved school nurse will not be required to accompany the trip.
- n. For an international trip, the following apply:
 - (1) Completed and signed requests for international travel must be received by the Assistant Superintendent at least sixty days prior to the start of the trip. Exception: In the case of ground travel to Montreal and/or Quebec which does not include a home stay, thirty days advance request is required.
 - (2) Prior to the trip, up to and including the day before, the teacher-in-charge must check the National Threat Advisory through the Department of Homeland Security at www.dhs.gov. Orange or red advisory requires consultation with the Superintendent regarding whether or not to cancel the trip.



- (3) Prior to the trip, up to and including the day before, the teacher-in-charge must check “Travel Warnings” for countries the US Department of State recommends avoiding. This information is available through the US Department of State at <http://www.state.gov/countries>. Any mention of a travel warning in or near a country of destination requires consultation with the Assistant Superintendent regarding whether or not to cancel the trip.
- (4) At least thirty days prior to departure the teacher(s)-in-charge will ensure that all pupils have a valid passport. In addition, pupils will present valid passports to the teacher(s)-in-charge immediately prior to departure.
- (5) The teacher-in-charge must register him/herself and all chaperones with the US Department of State at <http://travel.state.gov>. This is a precautionary measure that alerts the American consulate in the country of destination, so that the teacher-in-charge and chaperones will be notified in the event of a disaster, emergency, or other crisis requiring evacuation.
 - In the “comments” section of the registration form, indicate that those registered are adult chaperones of a group of (how many) pupils ranging in age from ____ to ____.
 - Enter the Building Principal as the emergency contact.
 - Select “I do not authorize the State Department to disclose my information to anyone except as authorized by law.”
- (6) The teacher-in-charge must carry the phone number and other contact information, as appropriate, for the US consulate or embassy in the city nearest the destination. This provides a contact in case of security, natural disaster, health emergency or other potential threats. This can be found by searching the Internet using “US consulate” + the name of the nearest city to the destination (example: “US consulate” + “Munich”).
- (7) Trip cancellation insurance must also be purchased by all pupils at their expense.



- (8) The Principal will provide the Business Administrator/Board Secretary with an accurate list of pupils and chaperones at least thirty days prior to departure of the trip. The Business Administrator/Board Secretary will procure appropriate insurance riders. The cost of these insurance riders is to be borne by the pupils. Exception: This does not apply to travel to Canada.
 - (9) A Board-approved nurse will accompany all international trips for middle school pupils.
 3. On the day of the field trip, the teacher will:
 - a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather.
 - (1) Check with the Principal who may determine to cancel or postpone the trip.
 - (2) If the trip is cancelled or postponed, promptly inform the chaperones and the Business Administrator/Board Secretary.
 - b. Take attendance and deliver to the Principal a roster of the pupils who are actually leaving on the field trip.
 - c. Ascertain that the full complement of assigned chaperones is present and prepared.
 - d. Ascertain that all pupils participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal, may pupils be delivered directly to the destination by means other than those arranged by the teacher.
 - e. Take all reasonable steps to assure that pupils profit educationally from the trip.
 - f. Make no changes or substitutions in the trip itinerary unless an emergency has occurred (see paragraph E following).



- g. Ascertain that all pupils participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Principal, or in an emergency may pupils be taken from the destination by means other than those arranged by the teacher.
- h. If the trip will bring pupils back to school after the end of the school day, a teacher must stay with the pupils until the last pupil has been picked up or has departed for home by his/her regular transportation.

D. Chaperones

- 1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the pupil's age and maturity.
- 2. Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if the chaperone must briefly leave his/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.
- 3. Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both pupils and chaperones.
- 4. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:
 - a. The conduct expected of them,
 - b. The time and place of departure, and
 - c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.
- 5. Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action. Chaperones are responsible for knowing and abiding by the district information sheet "Harassment, Intimidation, & Bullying Involving Students (See Something, Say Something)".



E. Emergencies

The following guidelines will be followed in the event of an emergency during a field trip.

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630.
2. In the event a pupil is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall immediately call the Principal. If the Principal is not immediately available, the teacher shall call the Superintendent for further instructions.
3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Principal. Within twenty-four hours of the trip, the teacher shall file with the Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.
4. In the event of a delay that will bring pupils back to school later than anticipated and after the end of the school day, the teacher will, as soon as he/she can estimate the actual time of arrival, call the Principal, who will advise relative to parent notification and who will confer with the teacher to be certain all pupils have been safely dispatched.

F. Overnight Trips

1. All of the provisions of this regulation are applicable to overnight field trips.
2. Pupils and their parent(s) or legal guardian(s) may be required, as a condition of their participation in the trip, to attend a meeting at which they will be informed of the:
 - a. Purpose of the trip;
 - b. The particulars of the trip such as itinerary, departure and return times, duration, overnight accommodations, and points of interest;
 - c. Rules of conduct and behavior expectations, both on the trip and at the destination;
 - d. Need, if any, for special clothing, supplies, apparatus, or equipment; and
 - e. Costs, if any, of the trip.



G. Unused Field Trip Moneys to be returned to Students/Guardians

When any district school organizes a student field trip that requires students or parents/guardians to pay a fee to subsidize student participation in the trip, the district holds the funds in a fiduciary capacity on behalf of the students/parents/guardians. At no time do these funds become the property of the school district, so it is incumbent upon the school administration to account for all funds collected and expended for each trip. Any unexpended funds held by the district at the conclusion of the field trip, including all funds collected if a trip is cancelled or a student was unable to participate after paying the fee, are considered “excess funds”. They belong to the students/parents/guardians who paid them, and must be returned to those people promptly and accurately.

When such excess funds exist, the responsible school administrator will ensure they are returned to each student/parent/guardian based on the following:

1. If a student was unable to participate in a field trip after s/he paid the fee, or after the fee was paid on his/her behalf, and the fee paid is recoverable by the school, that fee will be returned to the student/parent/guardian on a dollar-for-dollar basis to the extent possible.
2. If a field trip is cancelled after participation fees have been collected, in whole or in part, and the fee paid is recoverable by the school, those fees will be returned to the student/parent/guardian on a dollar-for-dollar basis to the extent possible.
3. If, at the completion of the field trip and after the payment of all field trip related costs, all unexpended funds will be divided up on a pro-rata basis and returned to the students/parents/guardians based on their pro-rata share.

At no time should excess funds from one field trip be used to finance a subsequent field trip. All field trips should be “zeroed out” within one week of the trip’s conclusion. Ultimately, it is the responsibility of the school administrator to monitor the financial accounting of all field trips.

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RIDGEWOOD PUBLIC SCHOOLS

**STUDENT BEHAVIOR RULES
FOR MIDDLE SCHOOL AND HIGH SCHOOL
ONE-DAY FIELD TRIPS**

Field trips are an integral part of our educational program. The district encourages these activities, but in order for them to be safe for all the students and have an optimal educational and social experience, the following procedures must be followed.

1. All school-sponsored trips, regardless of the type, are considered extensions of the school campus, and as such, students are held to the same standards that apply on school grounds. All rules, including those related to the use of drugs, alcohol and tobacco will be strictly enforced.
2. Teachers and/or volunteer chaperones are responsible for the safety of all students on the trip. Students, therefore, are obligated to follow all rules established by the teacher(s) in charge and enforced by the chaperones.
3. Any student who behaves in a manner that is illegal, dangerous, insubordinate or in violation of school or Board of Education policy may have his/her participation in the field trip terminated immediately. Depending on circumstances, one or more of the following actions will be taken:
 - Immediate notification to the parent/guardian concerning the behavior
 - If feasible, parents will be notified and required to pick up their child without delay;
 - If that is not possible, the staff in charge will make arrangements to transport the student home or to any other location agreed upon with the parents or parents' designees, at no expense to the Board of Education;
 - Any other disciplinary action that is otherwise appropriate under Board policy and practice
4. Upon returning to the school, all disciplinary actions will be reviewed in accordance with school policy.

DATE OF FIELD TRIP: _____ LOCATION: _____

I (We) have read this form and agree to allow our son/daughter to participate based on the rules listed above:

Print Parent/Guardian Name _____

Parents/Legal Guardian _____ Date _____

I have read and agree to the rules listed above:

Print Student Name _____

Student _____ Date _____

RIDGEWOOD PUBLIC SCHOOLS
STUDENT BEHAVIOR RULES
FOR MIDDLE SCHOOL AND HIGH SCHOOL
OVERNIGHT FIELD TRIPS

Field trips are an integral part of our educational program. The district encourages these activities, but in order for them to be safe for all the students and have an optimal educational and social experience, the following procedures must be followed.

1. All school-sponsored trips, regardless of the type, are considered extensions of the school campus, and as such, students are held to the same standards that apply on school grounds. All rules, including those related to the use of drugs, alcohol and tobacco will be strictly enforced.
2. Teachers and/or volunteer chaperones are responsible for the safety of all students on the trip. Students, therefore, are obligated to follow all rules established by the teacher(s) in charge and enforced by the chaperones.
3. On overnight trips, student luggage and lodging rooms are **SUBJECT TO INSPECTION AND SEARCH** at any time by staff supervising the trip.
4. Students will observe all curfew hours.
5. Any student who behaves in a manner that is illegal, dangerous, insubordinate or in violation of school or Board of Education policy may have his/her participation in the field trip terminated immediately. Depending on circumstances, one or more of the following actions will be taken:
 - Immediate notification to the parent/guardian concerning the behavior
 - If feasible, parents will be notified and required to pick up their child without delay;
 - If that is not possible the staff in charge will make arrangements to transport the student home or to any other location agreed upon with the parents or parents' designees, at no expense to the Board of Education;
 - Any other disciplinary action that is otherwise appropriate under Board policy and practice
6. Upon returning to the school, all disciplinary actions will be reviewed in accordance with school policy.

DATE(S) OF FIELD TRIP: _____ LOCATION: _____

I (We) have read this form and agree to allow our son/daughter to participate based on the rules listed above:

Print Parent/Guardian Name _____ Date _____
Parents/Legal Guardian _____

I have read and agree to the rules listed above:

Print Student Name _____ Date _____
Student _____ Date _____