

## **PELHAM SCHOOL DISTRICT POLICY**

### **IJOA – FIELD TRIPS**

*Category: Recommended*

The Pelham School District recognizes the value of field trips in achieving certain educational objectives and encourages activities of this nature as long as they do not seriously interfere with the educational routine of students who must remain in school.

School transportation vehicles, if available, will be furnished for all trips sponsored by the school. However, all travel is subject to budget limitations and the following guidelines:

1. Appropriate instruction shall precede and follow each field trip.
2. Field trips shall be considered as instruction and shall be planned with definite objectives determined in advance.
3. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.
4. All field trips shall begin and end at school.
5. Written approval of parent or guardian is required for student participation in field trips that occur off school property.
6. Approval
  - a. The principal determines whether to approve all field trips.
  - b. The Superintendent determines whether to approve field trips outside school hours.
  - c. The School Board determines whether to approve overnight field trips, international or domestic. See “Overnight Field Trips,” below.
7. All school rules and regulations apply while students are engaged in activities sponsored by the school.
8. Teachers or other certified personnel of the district will accompany students on field trips and assume full responsibility for their proper conduct.
9. Appropriate supervision shall be provided for all students whose parents do not want their children to participate.
10. The Board encourages professional staff members as chaperones when available.

#### **Overnight Field Trips**

The Pelham School Board recognizes that domestic or international field trips are a valuable extension of student learning. Well-executed field trips create a learning experience that cannot normally be replicated inside the District’s schools. As such, it is the policy of the Pelham School District to permit and encourage field trips, subject to the following requirements:

1. All school sponsored, domestic or international field trips require School Board approval.
2. The principal shall review and approve the curricular, travel, and financial aspects of all trips prior to submission to the Superintendent for presentation to the School Board.
3. The School Board has no role or responsibility for privately organized or operated trips.
4. Materials for presentation to the School Board for approval of all domestic or international overnight field trips must be submitted to the Superintendent and School Board in advance.
  - a. For in-state trips and trips to greater Boston, at least one month prior to the

## PELHAM SCHOOL DISTRICT POLICY

### IJOA – FIELD TRIPS

*Category: Recommended*

departure date for the field trip.

- b. for all other domestic trips, at least two months prior.
- c. for international trips, at least three months prior.

Materials submitted must include all logistical details involving transportation, accommodations, cost, fund-raising required of students (including the manner of fund-raising), and the educational value of the trip in relation to grade level and cost (as available at the time of submission).

5. Transportation—Use of private vehicles is strongly discouraged. Financial plans must include projected costs of commercial transportation.
6. As a condition of School Board approval, evidence of trip cancellation insurance coverage that is consistent with industry standards must be submitted. This insurance may be obtained through the tour company and/or individually.
7. The approval process by the School Board must be completed prior to engaging students in fund-raising activities or other preparations for the trip.
8. Students shall be accompanied by a sufficient number of chaperones (a 5:1 student/teacher ratio or less for elementary schools, and a 10:1 student/teacher ratio or less for middle and high schools), taking into account the trip's scheduling and logistics. All chaperones, including parents and volunteers, must have participated in district required training and have been fingerprinted/background checked prior to the field trip. All overnight coed field trips will have coed chaperones.
9. The services of a registered nurse and/or unlicensed staff member or substitute trained in prescription medication administration must also be available during part or all of such field trips.
10. All participating students must submit a signed parent/guardian consent form.
11. No parent shall be allowed to go on a field trip without being pre-approved by the school principal or designee.
12. No field trip shall be approved that contemplates travel to a country for which the Department of State has issued a current travel prohibition or travel warning which presents a unique risk to student safety. The District reserves the right to cancel a trip which, due to international threats, political unrest, or terrorist threats presents an unreasonable risk to the safety participants.
13. Refunds to parents and guardians shall only be made to the extent the District has not expended monies paid by participants or the District has received a refund of expended funds.
14. A student who is suspended from school during any period of time which includes the day of departure shall not be permitted to participate in the field trip.
15. When medical needs warrant, the services of a registered nurse or trained staff member or substitute trained in prescription medication administration shall be provided by the District.
16. Parents are responsible for timely informing the District of all known medical needs of their children. The District reserves the right to prohibit a child who is exhibiting signs of an acute illness from participating on a trip in accord with the District's student illness policy.

# PELHAM SCHOOL DISTRICT POLICY

## IJOA – FIELD TRIPS

*Category: Recommended*

### **Foreign Travel Field Trip Expectations**

In determining whether a field trip furthers the curricular or educational goals of the school in a manner that safeguards student well-being, the principal shall consider the following field trip expectations:

#### **Chaperone Expectations**

- Shall be assigned in a ratio of at least one adult to ten (10) students.
- Should be qualified employees of Pelham School District, if possible.
- When such qualified chaperones are not available, then non-employee chaperones may supervise, provided that they are deemed by the principal to be otherwise qualified.
- Shall be of sufficient experience and maturity (minimum of 21 years of age) to provide sound leadership and guidance.
- Shall be assigned in a manner to provide personal, private guidance to students, as appropriate.
- Shall not consume alcohol or drugs not prescribed by a physician.
- Shall structure the trip itinerary to limit the amount of free time. Free time is defined as a time when students are not under direct and immediate adult supervision.
- Shall set clear expectations of behavior, address any infractions appropriately on the trip, and report any such infractions to the administration.
- Shall review and maintain accurate medical records of student health factors and keep such records immediately available.
- Shall not leave the group or deviate from the itinerary.
- All non-employee chaperones are subject to fingerprinting/background checks and must engage in any District requirement training prior to the field trip.
- Shall be subject to the supervision and direction of the lead chaperone (as approved by the Principal).
- Shall be familiar with the school's disciplinary standards.
- Student rosters shall be submitted to the principal for approval.

#### **Student Expectations**

The behavioral expectations and consequences shall be the same as those in the District's schools, as stated in the in the District's student handbook.

- Consumption of alcohol, though otherwise legal in some jurisdictions, is not permitted.
- Alcohol purchase for import is prohibited.
- Drug use, except that which is properly prescribed by a physician, is prohibited.
- Getting body piercing, tattoos, or other potentially dangerous activities are not permitted.
- Students shall respect the culture of their host country.
- Students shall not change hotel room assignments without the permission of the lead chaperone.
- Students shall respect the rights of all hotel guests.

## PELHAM SCHOOL DISTRICT POLICY IJOA – FIELD TRIPS

*Category: Recommended*

- Students shall never travel alone.
- Students shall immediately follow all reasonable instructions from a trip chaperone.
- Students shall not leave the group or deviate from the itinerary.
- Students must participate in all pre and post trip academic study.
- Students shall have a demonstrated record of responsibility and good citizenship.

### **Parent Expectations**

- Parents and students shall attend a mandatory meeting prior to any commitment to travel to review all expectations.
  - Students shall bring all required money and pack as required.
  - Parents and students shall submit all necessary pre-trip paperwork and documentation.
- 

### **District Policy History:**

*Adopted: August 9, 2006*

*Revised: December 15, 2021*

*Revised: February 22, 2023*

*Revised: November 20, 2024*