

FIELD TRIPS, EXCURSIONS and INTERNATIONAL TRAVEL

The Board of Education recognizes the desirability of providing off campus experiences which will enhance the educational program of the school system. Anyone proposing a field trip (called the trip sponsor) must complete the appropriate field trip request form and submit it to the building level principals or his/her designee. Each student must secure the permission of his/her parent or guardian before participating in any Field Trip. The Superintendent of Schools will review and consider all field trips, following a review of the information by the building level principals and/or his/her designee. Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, distance, transportation, costs, and weather conditions. Requests for all field trips must be submitted using the approved District form, including any requested information. All field trips shall have two stages of approval, except for International travel which will require three stages unless otherwise stated.

Day trips

In order to make necessary transportation arrangements, all requests for **day** field trips must be submitted to the appropriate Building Principal **at least one (1) month** prior to the trip date, for consideration by the Superintendent. An appropriate "Day Trip" Request Form shall be completed by the Trip Sponsor. Board of Education approval is not required for one day field trips within fifty (50) miles of the school district.

When the district provides transportation to students on a school sponsored Day field Trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless:

1. The parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or
2. Intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's parent or legal guardian has been contacted by the Trip Sponsor and the student has been delivered to his/her parent or legal guardian.

It is the responsibility of the parent to make arrangements for immediate return of any student who chooses not to follow the Code of Conduct or trip behavior contract. Parents are expected to escort their child home and pay any additional costs associated with their child's return.

Overnight Field Trips

All Field Trips or Excursions in excess of fifty (50) miles one way and/or involving overnight travel using the appropriate field trip request form must be approved by the Superintendent of Schools prior to making any commitments or arrangements. Requests for these trips should be made **at least two (2) months** in advance of the planned event. The superintendent will submit the completed request and all supporting documentation for approval. These trips must be approved by the Board of Education.

Students are responsible for any school work missed while on an overnight trip.

Transportation

When the district provides transportation to students on a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless:

1. The parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or
2. Intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

It is the responsibility of the parent to make arrangements for immediate return of any student who chooses not to follow the Code of Conduct or trip behavior contract. Parents are expected to escort their child home and pay any additional costs associated with their child's return.

International Field Trips

Trips to foreign destinations are recognized by the Board of Education as a valuable educational experience, but are more complicated and require more care in planning in the event of injury or loss suffered by participants. No student under 14 years of age may be allowed to take an International Field Trip. All International Trip

Sponsors using the appropriate field trip request form must be approved by the Superintendent of Schools prior to making any commitments or arrangements.

The completed form and supporting documentation is submitted to the building administrator and the Field Trip Sponsor will be required to submit supporting documentation, and signed permission slips along with proof of passports for all who are participating in the trip. The Field Trip Sponsor may be required to submit any additional documentation at the request of the Building Administrator and /or Superintendent. The Superintendent submits the completed request and supporting documentation for Board approval **at least four (4) months** in advance.

Where such trips are sponsored, authorized, or adopted by the Hudson City School District it shall be the policy of this Board of Education that:

No trips shall be authorized where taking of the trip would require release of students from any class time, except where the trip has direct necessary program requirements. Students are responsible for all school work missed while on a multi-day trip.

All field trips must relate to school curricula, an approved course of study and/or must be held for the purpose of providing an experience not available in the classroom.

Trips that have direct programmatic relationship shall:

- a) Be organized and submit completed trip request **at least (4) four months** in advance.
- b) Provide for insurance coverage that meets or exceeds the District's insurance for its own students.
- c) Be arranged under written contract containing appropriate indemnification language as follows:

“(Vendor) shall indemnify and hold harmless the Hudson City School District, any of its officers and employees, from and against any claim, action, judgment, damages or expenses, including reasonable attorneys’ fees, which arises from the conduct, activity, act, failure to act, or negligence of (Vendor), or any of its officers, employees, agents or representatives, in connection with the services that (Vendor) is providing under this agreement.”

- d) Provide that tour operators, bus operators, festival operators, etc. present a certificate of insurance naming Hudson City School District and its employees, authorized volunteers and committee members, student teachers and members of

the Board of Education of the Hudson City School District, as additional insureds.

There must be 2 parent/guardian, chaperone and student informational meetings conducted by the person in charge of the trip. One meeting must be held prior to the submission of the request and the second meeting at least one week prior to departure for the trip.

All students shall have an equal opportunity to participate in field trips. No student shall be denied an opportunity to attend such field trips due to inability to pay the costs associated with such trips. The organizer will allow time for fund raising and scholarship requests.

Approval by The Board of Education of the field trip must be obtained prior to engaging in any fund-raising for the trip. The Student Extra-Classroom Activities fund will accept contributions for the purpose of funding specific field trips, provided that the proposed trip will meet the requirements for trips which are related to school curricula and studies as determined by the building principal, superintendent and Board of Education.

It is the responsibility of the parent to make arrangements for immediate return of any student who chooses not to follow the Code of Conduct or trip behavior contract. Parents are expected to escort their child home and pay any additional costs associated with their child's return. A representative of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student delivered to the parent or legal guardian.

The superintendent or his/her designee may cancel any previously approved field trips in the event of extenuating circumstances.

Medications

The district shall accommodate the needs of students who must take medications during a field trip. Depending on the student's needs and abilities to administer and carry their own medications, district staff or other appropriate adults (e.g., the voluntary participation of the student's parents/guardians or a designee appointed by them) may need to be available during the trip for assistance. Regulation 5420-R, Student Health Services Regulation, outlines the requirements and responsibilities for these scenarios. If no district staff or other appropriate adult is available, and if the medication schedule cannot be adjusted by the student's prescriber, the trip will either be rescheduled or canceled.

HUDSON CITY SCHOOL DISTRICT

4531

Cross Ref: 5420, Student Health Services

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e, 3623
NYSED Guidelines for Medication Management In Schools (Sept. 2015)

Adoption date: November 12, 2009

Revision date: August 14, 2017