

## **OVERNIGHT FIELD TRIPS**

The procedures below will be followed for all **overnight trips**:

1. The teacher will submit a request on a standard form to the building principal. Whenever possible the request must be submitted a minimum of 90 days in advance for approval. Department supervisors/administrators must approve all trip requests in their respective discipline prior to the submission to the principal. The principal will submit the request for approval to the Superintendent.
2. As location, lodging and travel plans differ from trip to trip, a specific letter outlining trip procedures, protocols, safety measures and itinerary will be written by the trip coordinator. This letter, which is subject to approval by the principal, will be mailed home and/or distributed at a mandatory parent meeting. It will include the following:
  - a) Itinerary
  - b) Cost – including information on fundraising and the possibility that advance deposits may be lost due to trip cancellations
  - c) Lodging arrangements
  - d) Items students are required to bring
  - e) Behavioral expectations & consequences
  - f) Parental responsibilities related to travel costs due to discipline issues
  - g) Security/safety arrangements
3. A mandatory pre-trip meeting will take place between the Principal or designee, trip coordinator, chaperone(s), and parents/guardians, and students in order to address the trip guidelines. Failure to attend a pre-trip meeting will lead to your child being excluded from the trip.
4. Prior to commencement of the trip, the trip coordinator will insure a signed parental and student Code of Conduct contract is obtained for each student/participant. It must be submitted to the appropriate administrator, together with a final student roster that includes home phone numbers, emergency phone numbers and a record of any unusual medical condition (e.g., allergies, medication, prescriptions, diabetes, etc.). Failure to submit these forms will lead to your child being excluded from the trip. All Code of Conduct contracts shall include the following wording: "All students violating this Code of Conduct will be subject to the appropriate disciplinary action." If a student violates the Code of Conduct during the trip, the trip sponsor/chaperone will contact the parents, and together they will make arrangements for the student to return home at the parent's expense.

5. If a trip is cancelled due to unforeseen circumstances which are beyond the district's control, parents shall be advised that it is possible that monies will not be fully refunded.
6. Please note the following housing guidelines:
  - a) Priority will be given to facilities that provide security. Every effort will be made to house students on a single floor. If security cannot be provided by the facility, the district will make alternate arrangements for security on a case by case basis.
  - b) When appropriate, students should room with other students who are close in age and grade. Under no circumstances should students supervise other students in place of a designated chaperone or trip coordinator.
  - c) Curfew should be no later than 11:00 pm unless otherwise mandated to accommodate trip requirements or activities.
  - d) Room checks and monitoring of halls will continue for at least 1.5 hours past curfew and at least one hour prior to the morning start. Monitoring of the halls will continue throughout the night and a method of verifying that students remain in their assigned spaces will be employed.
  - e) Every effort should be made to insure that chaperones' rooms should be located in close proximity to student rooms.
7. Additional procedures relevant to overnight trips
  - a) All students must travel by the designated transportation (i.e. bus) from and back to the school. If other means of transportation are considered, permission must be granted by the Principal.
  - b) Each student shall be given a set of rules and guidelines concerning proper standards of conduct related to the trip or activity.
  - c) Each student will be given the phone number of a contact person for emergencies (i.e., hotel telephone number).
  - d) A designated meeting spot will be established upon arrival at each location. This will be the meeting spot in case someone is separated from the group.
  - e) In the event a student is missing, the following procedures apply:
    1. The chaperone will notify the trip coordinator, the principal and security personnel in and around the area.
    2. If appropriate, send a second staff member or chaperone to the designated meeting spot. A district staff member must remain at the site and assist in locating the student.
    3. If necessary, local police should be contacted and parent/guardian informed of the situation.
    4. Any expenses incurred in transporting the student and chaperone back to the designated location will be paid initially by the district but may, where appropriate, be passed on to the student or parent/guardian.
8. Additional Chaperone duties:

- a) Maintaining a list of emergency contacts for both students and school administrators.
  - b) Taking attendance and counting students at each site visited and reporting discrepancies immediately to the person in charge.
  - c) Reporting of any damages, unusual circumstances, losses, injuries, etc., to the person in charge as soon as possible.
9. Parent/Student responsibilities:
- Trips are a privilege, not a right. Any student whose behavior is considered dangerous to himself or others, or who otherwise significantly violated the Code of Conduct, will, in the judgment of the building Principal in consultation with the trip coordinator, be excluded from the trip. Before an exclusion occurs, the building Principal and the trip coordinator teacher shall afford the student and his/her parent an opportunity for an informal conference to discuss the proposed exclusion.
10. A central office administrator, designated by the superintendent, shall review each trip in order to ensure that all regulations outlined in the policy are followed and that any additional issues related to the specific circumstances of a trip are appropriately addressed.

*Adopted by the Bellmore-Merrick Central High School Board of Education 7/13/04*

*1<sup>st</sup> Reading 6/23/04*

*2<sup>nd</sup> Reading 7/13/04*

### Overnight or Longer Student Trips

The Board of Education recognizes the educational value of field trips and off-campus experiences that support specific educational objectives and are within budget limitations. The principal, subject to approval by the superintendent or designee, may approve longer field trips, including overnight trips, in certain instances. The Principal or his/her designee will determine the frequency and content of class field trips.

The Board of Education does not budget money for overnight field trips, with certain exceptions. Each school shall use appropriate funds in the budget for the purpose of covering expenses of overnight student trips as authorized by principals. If any fundraising involving students on behalf of the school is required for such purposes, it can only be authorized by the building principals on the basis of educational merit. All proceeds are to be deposited in selected G.O. accounts.

Allocation of funds by the building principal shall be based upon the following criteria:

1. The trip directly supports or enriches the school work being pursued by the students involved.
2. The trip request is the result of competition at the local level which results in the person (s) participating at the state level, (athletics, debate, etc.)
3. The trip enables local chapters of study related organizations such as Vocational Industrial Clubs of America, Distributive Education Clubs of America and New York State School Music Association, to participate in an activity which is the culmination of a year's activities.

Student groups and their advisors shall be responsible for filing plans for anticipated overnight trips for the school year with principals. After the principal assesses the merits of the planned trips he/she shall allot budgeted funds among the groups. If the budgeted amount will not cover all requests, the principal will apportion the funds on an equitable basis among the groups. Fundraising in the community to finance the above kinds of activities may be conducted only upon the approval of the Superintendent of Schools. Allotted funds can provide for necessary transportation and/or meals and/or lodging and/or registration incurred by students and accompanying adults. (coaches, advisors, chaperone)

The following ratios are to be used when assigning chaperones:

<u># OF STUDENTS</u>	<u>MINIMUM</u>	<u>#</u>	<u>OF</u>
<u>CHAPERONE(S)</u>			
1 - 3		1	
4 - 24		2	
25 - 36		3	
37 - 48		4	

One additional chaperone should be included for up to every 12 additional students above 48. Tenured teaching staff participation is encouraged. The trip coordinator should make every effort to have male/female chaperones as needed. Chaperones must be district employees, with priority given to members of the pedagogical staff. When exceptions are deemed necessary they may be made upon recommendation of the principal and approved by the Superintendent of Schools. Each school's overnight trips for the school year shall be sent by the Principal to the Superintendent of Schools.

Record of overnight trips, covering costs for lodging, meals and transportation as well as the sources of those funds-budgeted, fundraising, out-of-pocket, shall be kept by school for reference for possible policy revision suggestions as well as for reference in determining priorities in subsequent years.

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*Revised 7/13/04*

*1<sup>st</sup> Reading 6/23/04*

*2<sup>nd</sup> Reading 7/13/04*