

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## INSTRUCTION

### EXTENDED INSTRUCTIONAL, CO-CURRICULAR, AND EXTRA-CURRICULAR PROGRAMS

#### Extended Field Trips/Activities or Foreign Study Tours

352.1

Definition: An extended field trip/activity is any trip within the continental United States that includes overnight accommodations.

A. The District Administrator shall have the authority to approve extended field trips/activities within the constraints of Board policy and the following guidelines.

1. All requests for extended field trips/activities shall be made to the District Administrator through the Building Principal using the following forms:

#### EXTENDED FIELD TRIPS (OVERNIGHT):

- School Sponsored Field Trip Preliminary Approval Form (signed by Principal and Superintendent)
- Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form
- Field Trip Student Roster Form
- Field Trip Description and Itinerary Form. This form helps sponsors fully describe the field trip. Included is a Sample Field Trip Description with Itinerary so the sponsor has an example of fully completed form.

The following forms are needed for any type of field trip where volunteer drivers or chaperones are used:

- School District Volunteer Driver Checklist
- Guidelines for Volunteer Field Trip Chaperones

2. Any individual or group requesting an extended field trip/activity shall submit a detailed plan to the principal, who shall review it with the District Administrator. The plan shall include at least the following information:
  - a. An explanation of all financial arrangements, including any financial aid information that may be available to students in financial need.
  - b. The cost of the trip per participant and what is NOT included in the price.
  - c. The length of time for travel, including departure and return times, dates, distances, and mode(s) of travel.
    - 1) All transportation must be by bonded carrier. Assurances shall be required.
  - d. A count of the number of free transports, if they are furnished, and to whom they will be granted.
  - e. A list of the names and numbers of chaperones who will accompany the students. The trip organizer and traveling supervisors are to be district employees or approved by the Building Principal and District Administrator.
  - f. The identified curricular/non-curricular and educational purposes for the extended field trip/activity.

- g. Evidences of insurance coverage on file with the Building Principal.
- 3. The District Administrator shall use discretion when considering details for a specific trip. However, it is expected that:
  - a. There will be no cost incurred by the district (unless it is an activity designated for full funding, ex. WIAA qualifying event) for extended field trips beyond the hiring of qualified substitute teachers.
  - b. The number of students per chaperone on an extended field trip shall not, without District Administrator approval, exceed 15 to 1.
- 4. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the extended field trip information above. All subsequent changes must be reported to the building principal as they are received.
- 5. Parents/guardians and students must submit the signed Extended Field Trip/Foreign Study Tour/Trip Permission Form to the Building Principal in order for the student to be excused from school to participate in an extended field trip/activity.
- 6. All students on extended field trips shall be expected to abide by trip conduct and regulations as outlined by the trip supervisor(s) and rules of school as identified in the student handbook and co-curricular policy.
- 7. The District shall not permit the use of facilities, time, or staff involvement in advertising or promotion of unauthorized trips or tours.
- 8. Emergency medical forms must be completed for each extended field trip/activity participant.
- 9. A listing of emergency telephone numbers for participants and the trip itinerary shall be submitted to the Building Principal.
- 10. A copy of the trip's rules and guidelines shall be submitted with the application form.
- 11. All requests for fundraising shall be submitted on the Fundraising Request Form for approval by the Building Principal.
- 12. All cancellation/refund conditions shall be identified with the application materials submitted to the Building Principal.
- 13. Any additional information requested by the District Administrator shall be submitted prior to approval.
- 14. The District Administrator can cancel any extended field trip/activity or foreign study tour/trip if the safety of the trip participants is in question. The cost of the cancellation shall be offset by the fund raising monies and district expense, so as to not cost the teacher/chaperone and student participant personal out-of-pocket money.

Definition: Foreign study tours/trips are those outside the continental United States.

- B. Foreign study tours require the recommendation of the District Administrator and approval by the School Board, and shall follow the same guidelines identified in Section A., A.1, A.2, A.2.a., A.2.b., A.2.c., A.2.c.1), A.2.d., A.2.e., A.2.f., A.2.g., A.4., A.5., A.6., A.7., A.8., A.9., A.10., A.11., A.12., A.13 and using the following forms:

**OUT-OF COUNTRY FIELD TRIPS:**

- School Sponsored Field Trip Preliminary Approval Form (signed by Principal, Superintendent and have School Board approval)
  - Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form
  - Field Trip Student Roster Form
  - Field Trip Description and Itinerary Form Field Trip Checklist. This three-page form guides the sponsor through the steps of arranging a field trip to ensure that everything is completed in a timely manner.
1. Foreign study tours/trips will occur outside of the normal academic school year calendar as much as possible.
  2. There will be no cost incurred by the district.
  3. The number of students per chaperone on foreign study tours/trips shall not, without District Administrator approval, exceed 10 to 1.
  4. Parents/guardians must submit the signed ~~Extended Field Trip/Foreign Study Tour/Trip Permission~~ Form to the teacher/group sponsor and placed on file with the Building Principal.

***Cross Reference:***        ***Pittsville School Board Policy 352***  
                                 ***Pittsville School District School Field Trip Procedures***

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