

FIELD TRIPS AND EXCURSIONS

The Somersworth School District supports the use of field trips to enhance the educational experience of our students. Field trip experiences should be as inclusionary of all students as possible and should support the educational goals of the District and our schools.

A. Types of Field Trips

Walking field trips are permissible provided that a signed permission slip is on file for each student. No student should be removed from the school building and school grounds without a signed permission slip.

Day-long field trips requiring bus transportation are allowed with prior approval.

Foreign and Domestic Overnight Travel field trips require additional levels of approval. Refer to Policy IJOAA – Foreign Travel for additional information.

B. Approval/Permission Processes

Trip Approval: School staff must gain approval from their building principal prior to distributing information about the trip to students or parents/guardians. School staff must use the “Request for Educational Field Trip” form (Board Policy IJOA-R) to gain approval of the trip.

Superintendent approval is required for all overnight field trips

Parent/Guardian Permission: Student permission slips must be completed and signed by a student’s parent/guardian before the field trip date. All students must have a signed permission slip on file or they will not be allowed to attend. **Last minute phone calls from parents/guardians will not be accepted in place of a signed permission slip.**

C. Supervision

There should be one chaperone for every 10 to 15 students. Younger students may require a higher ratio of adults to students. Also, depending on the nature of the field trip, a higher ratio of adults to students may also be required.

Any chaperone who is a volunteer must adhere to all requirements described in Policy IJOC.

School staff should review all expectations of chaperones prior to the field trips as outlined on the Requirements for Chaperones in Policy IJOA-R. Chaperones must acknowledge in writing that they have reviewed and will adhere to the Requirements for Chaperones.

School administration may elect to attend any and all field trips as they see fit.

School staff and chaperones are required to adhere to the same code of conduct and ethics they would if they were in school, including restraint from use of drugs and alcohol (Policy GBEC) and tobacco/e-cigarettes (Policy GBED).

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D. Safety

All field trips are required to have at least one person who is CPR certified and First Aid trained. This person can be the school nurse, a staff member or a volunteer who holds these certifications. Field trip organizers should make sure that all chaperones are aware who is CPR and First Aid trained.

Chaperones should be made aware of any students with specific medical and/or social/emotion needs.

Field trip organizers need to make sure to obtain the appropriate parental/legal guardian releases specific to medical needs/medications, have needed medications available, know procedures regarding medical emergencies, etc. for any students with special needs and/or medical restrictions.

Any field trip for recreational swimming to a lake or to the beach must have a posted life guard on duty. If there is no life guard, students are not allowed to go into the water.

Field trips that involve students going into the river, vernal pools, etc. for scientific study should have additional supervision. A posted life guard is not required.

A first aid kit must be brought on all field trips.

E. Transportation

School staff planning a field trip that will require transportation must use school-approved transportation methods. ***Chaperones must ride the bus with students to and from a field trip. If there are adequate chaperones on the bus, an exception may be granted by the school principal. Under such an exception, a chaperone's personal transportation will not constitute part of a field trip and their travel is at their own expense and risk.*** The preferred method for transporting students on a field trip is to use school bus transportation. ***Transportation is also governed by*** Policy EEAG.

Bus transportation arrangements are a building level responsibility.

Transportation costs to individual students are to be kept to a minimum and shall not be a barrier to participation.

F. Other Guidelines

Students are not to be given un-chaperoned "free time" while on a field trip.

An alternative educational program will be provided for students who are not participating in the field trip.

School staff must inform the building principal should there be a student incident or any other issue while on the field trip. The building principal is designated to establish communication with any and all parents as is necessary.

Students are not allowed to drive on any school-sponsored field trip.

Bicycle trips are not permitted

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