

**FIELD TRIPS - AR**

**I. Purpose**

The purpose of these regulations is to provide guidelines for approving and conducting student field trips that may be used for different reasons including: academic, incentive/celebration, community-based and extra-curricular and may occur during the school day or outside of the school day.

**II. Definitions**

- A. Field trip – A school system sponsored group activity which is related to the instructional program and/or aligns with school system goals, occurs off the school site, and for which transportation is usually provided. Walking may be considered for community-based learning field trips.
- B. Academic field trips – Field trips that are curriculum related and:
  - 1. significantly enhance the relevance or application of related classroom lessons,
  - or
  - 2. serve as a laboratory experience for classroom-based instruction
- C. Community-based learning – This is a special case of an academic field trip. It is most applicable to special education and certain secondary school courses. In general, these trips will:
  - 1. follow academic field trip guidelines with regard to purpose and planning.
  - 2. may require greater flexibility and frequency.
  - 3. be submitted as a separate plan, independent of other field trips.
- D. Incentive and celebration field trips – Field trips that positively impact a school’s purposes by:
  - 1. improving school climate and students’ sense of belonging, and/or
  - 2. serving to recognize achieved goals, productive efforts, or collaborative experiences.
- E. School activity group (extra-curricular) field trips\* – Field trips that are usually limited to members of the school activity group. These trips should:
  - 1. support the goals of Talbot County Public Schools.
  - 2. generally take place outside of the school day.

\* The school athletics program is not included in this definition.

- F. School Day Field Trip – The trip occurs within the student school day.
- G. Extended School Day Field Trip – The duration of the trip is longer than the normal school day.
- H. Non-school Day Field Trip – The trip occurs on a day that is not a school day.
- I. Overnight Field Trip – The trip entails an overnight stay away from home; may be either school-day or non-school day.

### **III. Standards**

- A. All field trips should have a worthwhile, definable, educational objective.
- B. All field trips should be age and grade appropriate.
- C. All field trips should be adequately chaperoned by teachers and other reliable adults. (See Chaperone policy.)
- D. All academic and community-based learning field trips should:
  1. be curriculum-based.
  2. be related to regular classroom instruction.
  3. include a fully developed lesson plan using the TCPS model, and
  4. include pre-trip and post-trip activities to enhance student learning and maximize the trip’s educational value.
- E. Academic and community-based learning school-day trips, even though well-planned, are disruptive to normal school routines and therefore should:
  1. be limited to four field trips per year per grade K-4 including no more than one trip off the Eastern Shore.
  2. be limited to no more than three field trips per year for grades 5-8.
  3. be limited to two field trips per credit course for grades 9-12. College visitation trips at the high school level are excluded from this limit; however, no individual student may attend more than two such trips per year if taken during school hours.
  4. occur after the tenth day of school and prior to the last ten days of school.
  5. generally not be scheduled within the five days prior to or after major school holidays.
  6. be fully inclusive, with every effort made to accommodate special learning, medical, and behavioral needs.
- F. Incentive and celebration field trips have the following limitations:
  1. be limited to one trip per year per grade.
  2. take place on non-school days or after school hours, if possible.
  3. trip may take no more than one half day of school (3 hours), if needed.

4. occur before the last two days of school.
5. have broad appeal with particular attention to diverse backgrounds of students.
6. be fully inclusive, with every effort made to accommodate special learning, medical, and behavioral needs.

#### **IV. Approval**

- A. The principal will verify the educational value of all proposed academic field trips and the appropriateness of all incentive and celebration field trips, and give preliminary approval. The principal should encourage a range of field trip experiences for each grade with particular consideration of environmental education and the arts, especially in grades K-8.
- B. Prior to September 15, the principal will submit plan, for approval, to the Superintendent (or designee) a master list of school-approved filed trips for each year. The master list will indicate the grade (or course), the purpose and site of the trip, and the approximate dates.
- C. The Superintendent (or designee) will consult with the principal as needed and give final approval to the school's field trip plan. These will be forwarded to transportation.
- D. If a principal wishes to permit a field trip not on the school's September 15 approved field trip plan, it must be approved by the Superintendent (or designee) in advance. High schools may submit a revised plan for second semester by February 15.
- E. Field trips by school activity/extra-curricular groups which occur outside the school day, may be approved at the school level. Trips by these groups that occur during the school day must have permission from the Superintendent (or designee) at least three weeks prior to the trip or be included on the school's field trip plan.

#### **V. Permissions**

- A. No student may participate in a field trip without written parent permission.
- B. All schools will use the TPCS Field Trip (Parent) Permission form and the TCPS Chaperone Agreement Form for field trips.
- C. Overnight field trips will require additional parent permission.

#### **VI. Procedures**

- A. The school manager will submit to transportation a field trip request form for field trips only on the school's approved field trip plan.

B. A list of field trip participants must be submitted to the school nurse for review prior to final approval.

C. The teacher-in-charge is responsible for:

1. planning the field trip.
2. including all students in the class or group, regardless of economic status, special learning, medical and behavioral needs.
3. completing the TCPS Field Trip Request Form.
4. receiving parental permission using the Field Trip Permission Form.
5. notifying the cafeteria manager regarding the number of students who will miss lunch.
6. providing a class list to the school nurse for review.
7. carrying a photocopy of each student's emergency medical form with him/her for the duration of the trip.
8. arranging for chaperones, if needed, and
9. supervising the students.

D. In case of accident or other circumstance that might cause parents concern, the teacher in-charge must telephone the principal or assistant principal immediately who in turn will contact the Superintendent.

## **VII. Transportation**

A. Whenever possible, locally owned Talbot County school buses should be used.

B. If a private carrier is used, the carrier must be adequately insured, safe, comfortable and not overcrowded.

C. If field trip students must arrive at school before the regular school day begins and/or return to school after the end of the regular school day, advance plans should be made for getting students home.

D. Teachers should not be charged bus fare for any trip.

## **VIII. Overnight Field Trips**

A. Overnight field trips must be of an academic nature. As such, all guidelines for academic field trips apply.

B. Overnight field trips must be approved not less than six weeks in advance. Exceptions may be made for students whose achievement qualifies them for a

competition or recognition that requires an overnight stay, and could not be anticipated within this time frame.

C. Plan for overnight field trips must include:

1. Scheduling that minimizes absence from school.
2. Accommodations that are safe and appropriate such as college dormitories or reputable hotels/motels.
3. Emergency plans for dismissal/return of individual student(s) separate from the group.

**-END-**

**[PERMISSION FORM FOLLOWS]**



**TCPS Field Trip Permission Form 2010**

This form **must** be completed in full, signed and returned to the school/teacher before a student may participate in any field trip. All field trips are subject to the approval of the building principal and/or building manager. All students/chaperones are expected to adhere to all school rules on off-campus field trips.

Date of trip: \_\_\_\_\_ Trip Location: \_\_\_\_\_

School Name/Address: \_\_\_\_\_

Destination/Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of Departure \_\_\_\_\_

Time Returning \_\_\_\_\_

Cost per student \_\_\_\_\_

Chaperone Fee \_\_\_\_\_

**Please complete the bottom portion of this form and return to school and/or teacher.**

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I agree that if my child at any time creates or is involved in a situation whereby the teacher-in-charge, or his/her designee, deems it advisable for my child to be sent home, I will assume all responsibilities, including costs, for arranging transportation home and other charges involved. All students must be transported with the entire school group unless prior written approval is granted.

Special Instructions and/or medications: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_

Emergency phone numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Other contact persons/numbers: \_\_\_\_\_  
\_\_\_\_\_

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**Emergency Medical Treatment Release:**

This authorizes any licensed physician and/or licensed hospital or medical facility to render emergency medical treatment to (student name) \_\_\_\_\_.

This individual is allergic to the following medications:  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_