

## **HICA**

### **FIELD TRIPS**

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are appropriate extensions of the classroom. The following are factors to be considered before approving a field trip:

- (a) educational value of the activity to the group must directly correlate to the established curriculum;
- (b) loss of instructional time;
- (c) distance to be traveled in relation to the age of the participants;
- (d) mode and availability of transportation; and
- (e) cost.

Day trips must be approved by the principal. Overnight and overseas trips require the approval of the School Board.

For any field trips where a deposit is required, cancellation insurance (if obtainable) and a signed waiver (by parent/guardian) of reimbursement will be required.

Adopted by the Conway School Board – October 28, 1996

Revision Adopted – August 14, 2000

Revision Adopted – November 25, 2002

Revision Adopted – June 9, 2003

Reviewed with no change – March 18, 2004

Procedures Revised - June 8, 2009

PROCEDURES FOR FIELD TRIPS

1. The purpose of these regulations is not to detract from enjoyment of field trips for any of our students or personnel, but to make them incident free, as much as possible.
2. Overnight field trips will occur no earlier than grade 5 with the exception of Special Olympics where their specific program guidelines will determine the ages of students invited to participate. The third grade Ferry Beach field trip will also be exempt from this procedure.
3. All volunteers must have completed a criminal background check within SAU #9 at his/her own expense.
4. There will be a head chaperone for each field trip. That chaperone's responsibilities include but are not limited to:
  - assuring District policies are implemented as intended
  - presenting a written plan to the building principal for approval
  - completing the appropriate Approval Form for presentation to the School Board well in advance of the intended departure
  - attending the School Board meeting with the Principal when the trip is presented for approval
  - supervising the other chaperones over the course of the trip
  - developing a plan for room/sleeping assignments that meet policy expectations
  - conducting a meeting of the students, parents/guardians, and chaperones to discuss expectations and procedures
  - assuring timely communication with the building administrator (or designee) in the event the travel conditions will result in an early or late return
5. There should be a minimum of one (1) chaperone for every ten (10) students and an adequate number of male/female chaperones in relation to student attendance. The chaperone must be a responsible adult tending only to the assigned students holding the school's permission to attend the field trip and no others.
6. There must be an additional chaperone to drive a car on any field trip within driving distance, or chaperone to accompany a child home on any field trip beyond 5 or 6 hours distance should a medical emergency or disciplinary action dictate this move. If 2 chaperones are not available to escort the student(s) home, a plan should be in place to "hold" the student out of the activity under supervision until it is time to return home.
7. The head chaperone should seek information about each student on the appropriate form from each of his/her teachers prior to an overnight field trip and present these to the student's chaperone.

8. Students should be divided into groups of not more than ten (10) students. The chaperone assigned should be responsible for the group at all times unless other specific arrangements have been made with another chaperone (e.g., I will take some of your students to the Egyptian display if you take some of mine to the modern history display).
9. Groups should travel on the same bus as their chaperone, and the chaperone should sit with/near them.
10. Boys and girls should be separate from each other in the sleeping quarters, and 24 hour supervision must be provided by no fewer than two adults (male and female).
11. In the selection of students to formulate a group, care should be taken not to include couples or combinations of students likely to cause trouble.
12. There is to be no touring, visiting, or shopping without the chaperone at least in the building. However, if students are staying with a host family, the chaperone need not be with them during the time they are supervised by the host family.
13. There should be a minimum of one comprehensive first aid kit for each bus of students and one smaller, more portable kit for each group of students.
14. Drinking and/or using illegal drugs will result in an immediate return, at the student's expense, to home. Should the hour of the day forbid an immediate return (no plane, etc.), the student will be separated from the rest of the students and returned the next day. There will be no refund for the time on the trip not utilized. Regular disciplinary procedures will then take effect when the student returns to school.
15. Parents'/guardian's written permission is required before students may attend a field trip or a deposit is accepted.
16. In cases where use of a school bus is not feasible, alternate transportation requires approval of the principal and be in accordance with Policy EEBB (Use of Private Vehicles).
17. It is recognized that special circumstances may warrant waiver or modification of these procedures by the building principal on a case by case basis. Exceptions must be made in writing by the principal.

#### OVERSEAS FIELD TRIPS – ADDITIONAL PROCEDURES

18. An overseas field trip requires School Board approval in May of the school year preceding the trip.
19. There will be a minimum of three organizational meetings with chaperones, parents/guardian, and an administrator.

20. The head chaperone will have the right to deny the participation of any student whose behavior has suggested a potential problem, or whose grades are below “C” subject to the Principal’s approval.
21. The head chaperone will have total discretionary authority while supervising students overseas.

## Field Trip Approval Criteria

- Principals should have the authority to make judgments about the educational virtues of field trips.
- Staff submits a proposal to the principal for all field trips. Curricula connections are outlined for each trip.
- Administrators, with the input of classroom teachers make informed decisions based on the educational and social needs of students.

### Points of consideration:

1. Direct Instructional Value. Does the experience provide direct instruction related to curriculum goals better delivered off-site? (Tin Mountain. Seacoast Science, etc)
2. Does the experience provide unique opportunities which can enhance District goals? (Elementary Field Day. reinforces health wellness, and transitions)
3. Does the experience provide context, expansion of perspective, or reinforcement of instructional goals? (State House Concord, Strawberry Banke, DC etc.)
4. Does the experience provide motivation for class instructional goals? (Math statistical unit centered on scoring baseball culminates in attending and scoring a Sea Dog game)
5. Does the positive impact of experiential learning enable students to observe the relevancy of what they are learning in the classroom and apply it to their lives?

Beyond curricula and frameworks, the experiences both social and informational are invaluable. We have many students who have never been exposed to surroundings outside of the valley. Trips to such places as the Portland Symphony or museums in Boston provide cultural experiences which help to make connections which enhance learning

\_\_\_\_\_ Date

Dear \_\_\_\_\_ Parents:

Sincerely,

\_\_\_\_\_  
(Administrator)

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Please return to \_\_\_\_\_

\_\_\_\_\_ Yes, I would like my child to participate in the \_\_\_\_\_ trip \_\_\_\_\_.  
Further, I have read and understand the attached Conway policy IICA (Field Trips) and  
waive our right to any reimbursement due to cancellation of the field trip.

\_\_\_\_\_ No, I would not like my child to participate in the \_\_\_\_\_ trip \_\_\_\_\_.  
\_\_\_\_\_

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's/Guardian's Signature