

Educational, recreational and cultural/enrichment field trips are approved planned activities that involve students in learning experiences difficult to duplicate in a classroom setting. The main criterion governing the acceptance of a proposed field trip activity is that it should be a valuable learning experience relating directly to the approved curriculum of the District. The feasibility of lost instructional time in other areas must be weighed against the trip itself.

**A. Field Trip Definition**

For the purpose of this Regulation, a field trip must be curriculum-based and incur a cost to be counted towards the maximum field trips allowed per grade level (Section B).

**B. Grade Level Maximums**

Grades Pre-K through Grade 5 will be allowed two (2) curricular field trips directly related to grade level content and standards as defined in Section A.

Grade Six will be allowed two (2) curricular field trips directly related to grade level content and standards as defined in Section A. and any transitional trips will be considered on a case-by-case basis in partnership with Amity Middle School Bethany.

**C. Costs**

Students may be assessed for the cost of the trip which includes transportation, admission, and meals, as applicable. All field trips are funded by the parent/guardian of the student. Adult volunteer chaperones chosen to attend the trip may be expected to fund the same cost of the trip as the student. Students determined to be eligible for the National School Lunch Program (NSLP) free school lunches will not incur a cost for the field trip. Students determined to be eligible for NSLP reduced-price school lunches will be charged 50% of the cost of the field trip.

**D. Approval**

The Team Leaders must obtain the Principal's approval for each curricular field trip at least thirty (30) days prior to the actual date of the trip. The Team Leader must receive permission for the proposed field trip from the Principal before bringing the trip to the attention of students and their families.

**E. Permission Slips**

Permission slips must be signed by a custodial parent/guardian for each specific field trip and returned to the teacher before a student will be allowed to go on the field trip. If permission is not obtained or is refused, arrangements will be made for the student to remain at school.

**F. Private Automobiles**

All transporters, District employees and parents/guardians alike, are prohibited from transporting students in a private automobile.

**G. Mode of Transportation**

Students and District employees who go on the field trip must travel to and from the trip destination by the same mode of transportation. Exceptions may be approved by the Principal only (e.g., family emergencies).

**H. Team Leader**

The Team Leader is in charge on each field trip. Volunteer chaperones, other teachers, and District employees shall report any problems to the Team Leader.

**I. Emergencies**

In case of an emergency while on a trip, the Team Leader shall carry the PowerSchool Student Emergency Information Report for each student on the trip. The Team Leader shall:

- Step 1 - Provide emergency assistance to the injured party, as needed.
- Step 2 - Immediately contact the emergency contact.
- Step 3 - Immediately contact the Principal with the nature of the emergency.
- Step 4 - The Principal will immediately notify the Superintendent’s Office.

**J. Chaperone/Student Ratios**

The ratio of chaperones to students shall be:

Grade	Chaperone:Students
PK - 2	1:5
3 - 5	1:8
6	1:10

Adults exceeding the ratio will be required to pay the full cost of the trip and provide their own transportation.

**K. Lunches**

All students will be given the opportunity to purchase a bag lunch through the BCS Cafeteria, as applicable. Lunches will be delivered to each classroom on the day of the trip. Each lunch will be marked with the student’s name. Teachers should check their MyPaymentsPlus Rosters to verify which students will be receiving a lunch and the type of lunch purchased.

**L. Bus Conduct**

Students shall observe all rules of school bus conduct and safety.

**M. School Rules**

All school rules apply to field trips unless otherwise communicated by the Team Leader. The consumption of alcohol and/or the use of any illegal substance by any field trip participant is strictly prohibited.

**N. Student Medications**

Special provision will be made for those children on a field trip who may require medication in accordance with Board policies and administrative regulations. The School Nurse shall notify the Team Leader of students requiring medications.

**O. Return from Trip**

Parents/guardians are to be notified in advance of the expected return time from the trip so as to provide proper transportation home. Each student is to be properly chaperoned and supervised until transportation has been secured.

**P. Overnight Trips**

Overnight trips are not permitted by the Board of Education.

**Q. Refunds**

Refunds will not be provided to any student or chaperone who misses a field trip due to illness. Any other circumstances will be considered on a case-by-case basis upon written request by the parent/guardian to the Superintendent's Office.

**R. Administrative Consideration**

The Principal and Superintendent shall have the right to change or cancel any trip. The decision of the Superintendent shall be final.

Regulation approved: September 9, 1991

Regulation revised: March 8, 2006

Regulation revised: June 10, 2015

Regulation revised: June 8, 2016

Regulation revised: August 27, 2018

**VERIFICATION OF LIABILITY INSURANCE  
Staff's Use of a Private Automobile on a School Trip**

The Bethany Board of Education strongly encourages all transportation of students to be on buses or other vehicles conforming to the requirements of state law and the Department of Education regulations. The Board recognizes there may be occasions where it is practicable and cost-effective to transport a small number of students in a private automobile.

Trip Date: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

**TO BE COMPLETED BY STAFF MEMBER WHO WILL BE USING THEIR PRIVATE VEHICLE  
FOR A SCHOOL SPONSORED TRIP:**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued From: \_\_\_\_\_

Vehicle Make & Model: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_ State Registered: \_\_\_\_\_

Insurance Carrier Name: \_\_\_\_\_

Insurance Expiration: \_\_\_\_\_

Insurance Coverage Liability: \$ \_\_\_\_\_

Insurance Coverage Collision: \$ \_\_\_\_\_

**REQUIRED: ATTACH A COPY OF YOUR DRIVER'S LICENSE AND INSURANCE IDENTIFICATION CARD.**

I hereby attest that I am the rightful owner of the vehicle listed above and that no other person will be allowed to operate this vehicle during the course of this school-sponsored trip. I hereby agree to abide by the Bethany Board of Education Policies and Regulations.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Approved

Denied

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date