

DOMESTIC AND INTERNATIONAL OVERNIGHT FIELD TRIP POLICY**Rationale:**

The Windham School board recognizes that domestic or international field trips are a valuable extension of student learning. Well-executed field trips create a learning experience that cannot normally be replicated inside the District's schools. As such, it is the policy of the Windham School District to permit and encourage field trips, subject to the following policies:

Field Trip Defined:

A field trip is any trip or excursion of Windham students that is led, supervised, or otherwise chaperoned by Windham School District, employees or designees, when such a trip or excursion would not have occurred but for the role of the school in bringing the students and chaperones together. A privately organized or operated trip shall not be considered a field trip unless approved by the School Board.

Purpose:

Field trips shall be conducted to further the curricular or educational goals of Windham schools.

Overnight field trips are of two type:

1. Domestic – One day or those that are more than one day, but whose itinerary does not include travel outside the United States.
2. International – those that are more than one day and whose itinerary include travel outside the United States.

Accommodations:

It is the policy of the District to make reasonable accommodations for students with disabilities in order for them to participate in a field trip. When a field trip is part of a course curriculum, and a child with a disability is unable to attend, reasonable accommodations shall be made to ensure the child is not penalized academically for their inability to attend the field trip.

Goals and Objectives

The teacher or lead chaperone shall present to the principal a written summary of the objectives to be achieved by the field trip. Such objectives shall relate to and be in

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furtherance of the curriculum of the school. All field trip activities shall be planned and implemented to further these objectives. It shall be the responsibility of the principal to meet with the lead chaperone(s) to review the goals and the objectives of these field trips. The principal shall review and approve the curricular, travel, and financial aspects of all trips prior to submission to the school board.

Approval Requirements

1. All school sponsored, DOMESTIC OR INTERNATIONAL OVERNIGHT FIELD TRIPS require School Board approval.
2. The School Board has no role or responsibility for privately organized or operated trips.
3. All field trips require the approval of the building principal prior to submission of field trip materials to the School Board for review.
4. The School Board and the building principal shall consider the appropriateness of the trip to the Grade level.
5. Materials for presentation to the School Board for approval of all domestic or international overnight field trips must be submitted to the superintendent and School Board at least three (3) months prior to the departure date for the field trip. Materials submitted must include all logistical details involving transportation, accommodations, fund-raising required of students (including the manner of fund-raising), and the educational value of the trip in relation to grade level and cost.
 - a. Transportation—Use of private vehicles is strongly discouraged. Financial plans should include projected costs of commercial transportation. All companies and dues are subject to District approval, and must be licensed for passenger transportation by FMSCA with safety ratings above conditional or unsatisfactory. All schedules must leave time for driver's rest per federal regulations.
 - b. Whenever possible, such trips should be scheduled on weekends or vacation periods. Non-academic trips do not meet structural leaving time requirements.
6. As a condition of School Board approval for a domestic or international overnight field trip, evidence of trip cancellation insurance coverage that is consistent with industry standards must be submitted. This insurance coverage should contain trip

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- cancellation benefits at 100% reimbursement due to the following most common cancellation reasons: unforeseen and sudden illness; injury or death (of the insured, family member, caregiver or traveling companion); financial default of the travel supplier; terrorism at the destination or a Travel Warning issued by the U.S. Department of State; bad weather; home or destination uninhabitable; and job loss. This insurance may be obtained through the tour company and/or individually.
7. The approval process by the School Board must be completed prior to engaging students in fund-raising activities or other preparations for the trip. This may require that the materials listed in #3 above be submitted to the superintendent before the three-month requirement.
 8. Students shall be accompanied by a sufficient number of chaperones (a 5:1 student/teacher ratio or less for elementary schools, and a 10:1 student/teacher ratio or less for middle and high schools), taking into account the trip's scheduling and logistics. All chaperones, including parents and volunteers, must have participated in district requires training and fingerprinted/background checked prior to the field trip. The services of a registered nurse and/or unlicensed staff member or substitute trained in prescription medication administration must also be available during part or all of such field trip.
 9. Prior parent or guardian permission is required of all students attending a field trip. All participating students must submit a signed parent/guardian consent form. This form shall include appropriate authorization for emergency medical care and a release from liability and indemnity for the school district.
 10. At the time that the request for approval is made, the Domestic or International Overnight Field Trip Permission Form should be completed to the extent possible, and submitted with the above materials.
 11. No trip shall be publicized, nor shall student-involved preparations be made or fundraising commenced, until written approval has been secured from the principal and, when required, the Superintendent and School Board. The Domestic or International Overnight Field Trip Form shall be used for all field trips. Students who participate in field trips shall have written permission from their parents/legal guardians; which shall be submitted to the District in advance of departure, on such date as is set by the District.

Foreign Travel Field Trip Expectations:

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In determining whether a field trip furthers the curricular or educational goals of the school in a manner that safeguards student well-being, the principal shall consider the following field trip expectations.

Chaperone Expectations:

- Shall be assigned in a ratio of at least one adult to ten (10)
- Should be qualified employees of Windham School District, if possible.
- When such qualified chaperones are not available, then non-employee chaperones may supervise, provided that they are deemed by the principal to be otherwise qualified.
- Shall be of sufficient experience and maturity (minimum of 21 years of age) to provide sound leadership and guidance.
- Shall be assigned in a manner to provide personal, private guidance to students, as appropriate.
- Shall not consume alcohol or drugs not prescribed by a physician.
- Shall structure the trip itinerary to limit the amount of free time. Free time is defined as a time when students are not under direct and immediate adult supervision.
- Shall set clear expectations of behavior, address any infractions appropriately on the trip, and report any such infractions to the administration.
- Shall review and maintain accurate medical records of student health factors and keep such records immediately available.
- Shall not leave the group or deviate from the itinerary.
- All non-employee chaperones are subject to fingerprinting/background checks and must engage in any District requirement training prior to the field trip.
- Shall be subject to the supervision and direction of the lead chaperone (as approved by the Principal).
- Shall be familiar with the School's disciplinary standards.

Student Expectations:

The behavioral expectations and consequences shall be the same as those in the District's schools, as stated in the in the District's student handbook.

- Consumption of alcohol, though otherwise legal in some jurisdictions, is not permitted.
- Alcohol purchase for import is prohibited.
- Drug use, except that which is properly prescribed by a physician, is prohibited.
- Body piercing, tattoos, or other potentially dangerous activities are not permitted.
- Students shall respect the culture of their host country.
- Student shall not change hotel room assignments without the permission of the lead chaperone.

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- Students shall respect the rights of all hotel guests.
- Students shall never travel alone.
- Students shall immediately follow all reasonable instructions from a trip chaperone.
- Students shall not leave the group or deviate from the itinerary.
- Students must participate in all pre and post trip academic study.
- Students shall have a demonstrated record of responsibility and good citizenship.
- Student rosters shall be submitted to the principal for approval.
- Parents and students shall attend a mandatory meeting prior to any commitment to travel to review all expectations.
- Shall bring all required money and pack as required.
- Parents and students shall submit all necessary pre-trip paperwork and documentation.

Field Trip Transportation:

The purpose of this section of the Field Trip Policy is to establish transportation guidelines for Windham School Distinct field trips. These guidelines are to be followed for all domestic and international trips.

On School Buses:

These guidelines should be applied whenever bus transportation is provided by local providers (i.e., SAU 28 contracted bus service provider), or by other private contractors utilized for the purpose of transportation to the site of the field trip.

- The transportation company must be properly licensed for the purpose of carrying passengers.
- The transportation vehicles must have valid, current inspections and meet all current state-mandated safety requirements.
- All drivers must possess current, valid, and appropriate class of license for the type of vehicle to be used in transport.
- The transportation company must be able to provide documentation of the item listed above.
- If the trip involves travel outside of the United States where English is not the first language, the driver should be familiar with the local language, road signage, and driving laws of the country.
- All fees must be pre-approved by the District.

The following are guidelines related to the seating capacity/arrangements that must be utilized to determine the number of buses that must be approved and provided for the field trip:

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- There will not be more than two (2) students assigned per seat.
- Seating capacity shall not exceed the stated known capacity provided by the bus manufacturer.
- There should be a twelve inch (12) clear aisle to rear emergency exit at all times (whether the bus is in motion or at rest with students inside).
- Luggage, baggage, and other material taking up seat space shall reduce the capacity accordingly.

By Private Transporters:

Private transporters may be used for transportation of students on trips provided the following guidelines are met:

- The driver of the vehicle must have a valid driver's license.
- The driver must have insurance in the amount of \$100,000 and \$300,000 for bodily injury and \$50,000 for property damage and provide documentation of such coverage to the principal. The principal shall keep all such documentation on file.
- The number of students being transported may not exceed the number of available seat belts in the private vehicle.
- Parents must have authorized their child's use of private transportation.
- The driver has been subject to a criminal records background check.
- The use of private vehicles is strongly discouraged.

General Expectations:

No teacher, chaperone or student shall be permitted to embark on an international field trip without proof positive to the lead chaperone of all required immunizations, permission forms (including the Domestic or International Overnight Field Trip Form,) and travel documents. No student shall be permitted to embark on a field trip without having paid all requisite fees, without any necessary minimum required monies, clothing, permission slips, medications, medical accommodations and disability accommodations in place. No student or chaperone shall be permitted to go on a field trip without adequate emergency contact information on field with the District. No parent shall be allowed to go on a field trip without pre-approved.

No field trip shall be approved which contemplates travel to a country for which the Department of State has issued a current travel prohibition or travel warning which presents a unique risk to student safety. The District reserves the right to cancel a trip which, due to international threats, political unrest or terrorist threats presents an

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unreasonable risk to the safety participants. Refunds to parents and guardians shall only be made to the extent the District has not expended monies paid by participants or the District has received a refund of expended funds. A student who is suspended from school during any period of time which includes the day of departure shall not be permitted to participate in the field trip.

As a condition of School Board approval for a domestic or international overnight field trip, evidence of trip cancellation insurance coverage that is consistent with industry standards must be submitted. This insurance coverage should contain trip cancellation benefits at 100% reimbursement due to the following most common cancellation reasons: unforeseen and sudden illness; injury or death (of the insured, family member, caregiver or traveling companions); financial default the U.S. Department of State; bad weather; home or destination uninhabitable; and job loss. This insurance may be obtained through the tour company and/or individually.

When medical needs warrant, the services of a registered nurse or trained staff member or substitute trained in prescription medication administration shall be provided by the District. Parents are responsible for timely informing the District of all known medical needs of their children. The District reserves the right to prohibit a child who is exhibiting signs of an acute illness from participating on a trip in accord with the District's student illness policy

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Teachers requesting a field trip must sign and submit this cover letter along with the documents and information listed above. The teacher signature indicates that all of the above requirements have been fulfilled. Principal's signature must appear on this form as well as on the Field Trip Permission Form.

Teacher Signature/Date

Principal Signature/Date

Teacher Printed Name

Principal Printed Name

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**DOMESTIC OR INTERNATIONAL OVERNIGHT FIELD TRIPS
WINDHAM SCHOOL DISTRICT FIELD TRIP PERMISSION FORM**
(to be completed by teacher)

Date of Request: _____ Dates of Field Trip: _____

Location and Purpose of Field Trip: (attach itinerary) _____

Method of Transportation: _____ Total Cost of Field Trip: _____ Other Fees: _____

Departure Time/Date: _____ Return Time/Date: _____

Chaperones:

1. _____ (In-Charge) 4. _____

2. _____ 5. _____

3. _____ 6. _____

Please list additional chaperones on next page.

Total Number of Adults Attending: _____ Total Number of Students Attending: _____

Safety is a prime factor on field trips and adequate caution, supervision, and care will be employed by attending chaperones. The item on "Field Trips" in the Faculty Handbook is to be reviewed by the teacher sponsoring the field trip.

Sponsoring Teacher's Name

Teacher's Signature (once printed)

Principal's Name

Principal's Signature (once printed)

Please Note: Double side this form for photocopying and distribution to students.

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