



**CITY SCHOOL DISTRICT OF ALBANY  
REGULATIONS FOR  
FIELD TRIPS AND EXCURSIONS**

**1) Educational Field Trip**

- A. A field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, that is an integral part of a course of study, and that is conducted for the purpose of affording a first-hand educational experience not available in the classroom. A field trip may involve time when school is in session, and replaces the regular classroom instructional day for a student or staff member.
- B. The building principal and classroom teacher shall be responsible for determining the educational merit of the program, according to criteria established by the Board of Education and Superintendent of Schools.
- C. All overnight trips, and trips during vacation periods and out of state and country must receive prior approval from the Board of Education and be submitted for Board of Education approval 45 days in advance.
- D. The particular location or site of a field trip may require additional chaperones to ensure that an appropriate student: chaperone ratio is provided for supervision of activities. When planning field trip activities, the location of the trip or excursion shall be given consideration in determining the appropriate number of staff and volunteer chaperones.

**2) Behavior Expectations of Students and Staff**

It is the expectation that all students will behave as positive representatives of the City School District of Albany.

- A. Students and staff on field trips and excursions sponsored by the City School District of Albany shall be governed by the same code of conduct established for disciplinary actions as is set forth by the Board of Education.
- B. Procedures regarding attendance, permission notices, and eligibility for participation shall be governed by current district policy.
- C. The possession or use of alcohol or drugs by students or staff during a school-sanctioned field trip or excursion is strictly prohibited. Any student or staff member in violation of this prohibition shall be subject to disciplinary action as provided for in district policy or law, or both.

3) **Overnight Trips and Trips During Vacation Periods**

- A. Overnight trips and trips taken during vacation periods for students may be planned under district auspices only with the Board of Education approval.
- B. In order for the board to give timely consideration to requests for approval of overnight trips and trips during vacation periods, such requests shall be submitted in writing to the superintendent of schools at least forty-five (45) days prior to the commencement of the trip. To be submitted to the board for action, such requests shall include a written recommendation from the school principal.
- C. Any request for approval of an overnight trip or a trip during a vacation period shall contain the following:
  - i. The identity of a "teacher in charge"(must be a teacher employed by the City School District of Albany who shall be in charge of the group that is planning the trip);
  - ii. A description of the educational merits of the proposed trip, with a direct tie shown to the district's curriculum;
  - iii. A tentative itinerary;
  - iv. The qualifications for students' participation in the trip, the number of students involved, and plans for chaperones;
  - v. The cost of the trip for each student, and fund-raising plans if fund raising is to be used.
  - vi. The identity and experience of the travel agent or organization that is underwriting the trip, if one is involved; and
  - vii. Any other pertinent information that would help the Board of Education to make a decision on the trip's merits and the quality of the organizational plans such as emergency contact telephone numbers and signed parent permission forms.
- D. The teacher in charge shall be responsible for submitting necessary forms, reports and other supporting documentation, and for adhering to the following procedures:
  - i. accompanying the students on the trip;

- ii. submitting to the school principal, no later than seven (7) days prior to the trip, a roster of the names, home telephone, and emergency telephone numbers of all participants, including chaperones, and indicating for each participant any emergency health data, such as special medications required, special health considerations, or other special procedures;
  - iii. developing an itinerary that contains the names and addresses, and telephone numbers of places of lodging, a schedule of arrivals and departures, and information that will allow contact with the trip participants within 24 hours in case of an emergency, e.g., death in the family, automobile accident, or other serious matter;
  - iv. giving the principal a copy of the final itinerary fourteen (14) days prior to the trip's departure, and giving a copy of that itinerary to each participant and that student's parent or guardian;
  - v. developing applicable rules of behavior for students that set standards similar to those in effect when school is in session ( See "Rules for Behavior," 3.F, below); furnishing the principal, each student participant, and that student's parent or guardian with a copy of the rules of behavior prior to the trip's departure; having the parent or guardian and the student sign and return a copy of the rules of behavior to the teacher in charge prior to the trip's departure; and keeping the signed copies of the rules on file;
  - vi. providing the district with a certificate of insurance ( see "Certificate of Insurance," 3.H below; and
  - vii. filing a report with the principal within 14 days following the end of the trips, summarizing the educational experiences that were of benefit to the students, indicating any accidents that occurred, and identifying any problems that were encountered ( See "Reports and Follow-Up," 4, below).
- E. The principal shall submit to the superintendent a copy of the itinerary and the roster of participants (See D. ii, iii, above) no later than three (3) days prior to the commencement of the trip.

**4) Rules for Student Behavior**

- A. The standards for student behavior on a trip shall be the same as those in effect when school is in session.

- B. Behavior that is specifically prohibited shall include: illicit use, or possession, or sale of controlled substances; use of alcoholic beverages; wanton destruction of property; inappropriate physical contact; and use of crude language.
- C. Any behavior that may prompt the teacher in charge sending an individual student home at parental expense before the scheduled return from the trip shall be stated in the rules or be determined as necessary by the teacher in charge using their best judgement.
- G. Trips that occur during vacation periods will be structured in such a way that students may be expected to attend all trip activities. Students and chaperones shall participate in all activities planned in the trip itinerary.

5) **Certificate of Insurance**

The certificate of insurance from a contractor, such as a tour operator (see 3.D.vi., above), shall;

- A. name the City School District of Albany as an insured;
- B. be for not less than \$1,000,000; and
- C. cover both general liability and motor vehicle liability.

The district's business office shall provide guidance and assistance in securing adequate coverage.

6) **Chaperones**

A member of the teaching staff or administration shall accompany the students on the trip. The ratio of chaperones to students shall not exceed one chaperone to fifteen (15) students. Chaperones who are not employees of the district must be appointed chaperones by the Board of Education prior to the commencement of the trip.

- A. All funds collected to meet trip expenses shall be used exclusively for the trip. If a balance of funds collected exists after all expenses and bills associated with the trip have been paid, then the funds shall be returned to the students who participated in the trip. Such funds shall not be used to purchase gifts for the teacher or teachers in charge.
- B. Teachers involved in the trip shall realize no personal financial gain from the trip. It is anticipated, however, that teachers' professional growth will result from having engaged in the trip's activities.

7) **Reports and Follow-Up**

The classroom teacher, teacher in charge, or other professional employee of the district who has been responsible for overseeing a field trip or excursion shall, within fourteen (14) days of the end of the field trip or excursion, file a report with the building principal that summarizes the educational experiences of the trip that were of benefit to the students. Any incidents of student misbehavior that occurred on the trip or excursion shall be identified, and the disciplinary action taken shall be described. Reports of behavior incidents shall be made to the office of the superintendent upon completion of all investigations of disciplinary matters. Reports submitted hereunder may be distributed by the superintendent to the Board of Education as she/he deems appropriate.

In the event of an emergency, teachers have the authority to discontinue the trip due to unsafe conditions. Such trip termination requires immediate telephone notification to district (Building Principal and Superintendent). All accident or other reports provided to the district in writing upon return.