

Final Approval
06/29/07

EXTENDED FIELD TRIPS

**BEFORE ANY INFORMATION GOES TO PARENTS OR STUDENTS,
THE REQUEST MUST BE APPROVED
BY THE DIRECTOR OF CURRICULUM AND INSTRUCTION,
THE SUPERINTENDENT OF SCHOOLS AND THE BOARD OF EDUCATION.**

The attached packet of information and forms has been approved to be used as the basis for extended field trips. Forms should be individualized for each field trip to include the name, destination, dates, students and chaperones participating.

Timeline*

8-12 Months In Advance	100 Days In Advance	60 Days In Advance	45 Days In Advance	30 Days In Advance	Departure Day
<ul style="list-style-type: none"> • Obtain Planning Approval from: <ul style="list-style-type: none"> - Aligned Administrator - Executive Principal - DCI - Superintendent - Board of Education • Include: <ul style="list-style-type: none"> - Learning Outcomes / Activities - Students Involved - Anticipated Costs - Plan for students to earn \$\$ - Sponsor - Dates/Itinerary - Arrangement Details - Contingency / Communication Plans 	<ul style="list-style-type: none"> • Ensure that approval has been granted by all parties. • Further organize trip and seek additional student / parent approvals 	<ul style="list-style-type: none"> • Obtain Final Approval from: <ul style="list-style-type: none"> - Executive Principal - DCI - Superintendent - Board of Education • Include: <ul style="list-style-type: none"> - Further details and itineraries as outline on page 6 	<ul style="list-style-type: none"> • All forms / permissions and contacts should be on file with Executive Principal, DCI and office of Superintendent with any changes highlighted and approved 	<ul style="list-style-type: none"> • Have any change noted and approved with Executive Principal, DCI and office of Superintendent 	<ul style="list-style-type: none"> • Communicate successful departure and arrival to Executive Principal and parent phone tree

*For detailed instructions – refer to guidelines in this packet.

STUDENT TRAVEL

PROCEDURE ON EXTENDED FIELD TRIPS

The Board of Education recognizes the educational value of permitting students to travel for the purpose of having first-hand historical and cultural experiences. While the Board encourages the staff and administration to provide such opportunities, it does expect that administration will use discretion and good judgment in evaluating each trip and to scrutinize most carefully those that require students to be absent from regular classes. Specifically, the Board would prefer that trips abroad for students should, whenever possible, be scheduled to coincide with vacation periods in the school calendar.

Administrative Regulations*--Multiple-day Student Travel Including Travel to Foreign Countries

1. The educational rationale for student travel must be approved by the Executive Principal, Director of Curriculum and Instruction, Superintendent and Board of Education.
2. The field trip application should be on file and approved by the Executive Principal, Director of Curriculum and Instruction, Superintendent and Board of Education prior to dissemination of any materials/information to students and/or parents.
3. The itinerary for the trip must accompany the trip's application for approval.
4. All students must have on file written parental permissions for the travel.
5. Those students participating in the travel will be expected to financially support the cost of the trip. Trips should be an enrichment experience to supplement and complement the classroom study.
6. Travel should be carefully planned and timely so that the travel isn't in conflict with other school/family activities or obligations.
7. Medical needs of each student must be considered prior to his/her participation in the travel.

Extended Field Trip – Guidelines for Chaperones--

1. Chaperones are responsible for the safety and well being of all students.
2. Chaperones are responsible for enforcement of all policies and procedures of the Student Code of Conduct.

3. To ensure student safety, an adult chaperone shall accompany and be in the general vicinity of each student at all times that the student is not in a hotel or other prearranged living accommodation. However, this rule does not apply when the student is the responsibility of a host family or sponsor.
4. a. Should a major violation of local laws or school policies/procedures occur; i.e., possession of alcohol and/or drugs, leaving the group without permission, violation of supervision procedures, chaperones will deal with the event at that time and upon return. In addition, Cortland Enlarged City School District administration will be notified of the incident as soon as feasible.

b. Should a student become a high risk to him/herself or others (in the judgment of chaperones), that student will be sent home at parent expense. Any chaperone having to accompany the student will do so at parent expense also.
5. Chaperone will make all reasonable effort to enforce any established curfew times.

*It is understood that some athletic teams may require permission to travel for unplanned overnight sporting events such as playoffs, championships, tournaments etc. Parent permission and medical forms should be on file both at the school and with the chaperones. However, due to the short response time, permission to participate and travel can be granted to the Athletic Director by the Superintendent or the Superintendent's designee for such trips.

Extended Field Trips

The approval process for field trips which exceed one night in duration or include travel beyond the boundaries of New York State require two parts, **Planning Approval** and **Final Approval**. Protocol is as follows:

Requests for both Planning Approval and Final Approval must be word processed and copies submitted to:

- A. Aligned Administrator
- B. Executive Principal (If CJSHS)
- C. Director of Curriculum and Instruction
- D. Superintendent
- E. Board of Education

Requests for **Planning Approval** must be submitted in writing eight months to one year in advance of the departure date of the trip. Obtaining planning approval allows the trip coordinator to make preliminary plans for the trip including gauging student interest, exploring tour companies, identifying costs and securing student deposits. The planning approval request must include the following:

PROPOSED:

- Objectives and the anticipated learning outcomes of the trip
- Specific learning activities to be experienced during the trip
- Number and grade(s) of students
- Cost per pupil
- Plan and assurance of participation regardless of ability to pay (detailed plan for student fundraising to cover the cost of the trip)
- Name of sponsoring class or group
- Transportation to be used
- Itinerary
- Dates of trip
- Times of departure and return
- Arrangements for meals and lodging (hotel addresses and phone #'s)
- Names of proposed chaperones; one-to-eight ratio of adults to students is required (chaperones must be Cortland Enlarged City School District employees)
- Plans for providing parents and chaperones with information (phone tree)
- Plans for emergencies (chaperone contact information)
- Plans for inclement weather
- Plans for parental approval

Requests for **Final Approval** must be submitted in writing sixty days in advance of the departure date of the trip. Final approval allows the trip coordinator to finalize all plans for the trip. The final approval request must include the following:

FINALIZED:

- Objectives and the anticipated learning outcomes of the trip
- Specific learning activities to be experienced during the trip
- Number and grade(s) of students
- Cost per pupil
- Assurance of participation regardless of ability to pay
- Name of sponsoring class or group
- Transportation to be used
- Itinerary
- Dates of trip
- Times of departure and return
- Arrangements for meals and lodging (hotel addresses and phone #'s)
- Names of chaperones; one-to-eight ratio of adults to students is required (chaperones must be Cortland Enlarged City School District employees)
- Plans for providing parents and chaperones with information (phone tree)
- Plans for emergencies (chaperone contact information)
- Plans for inclement weather
- Plans for parental approval

- ❖ The Executive Principal will coordinate Building Level Approval. The Director of Curriculum and Instruction will coordinate Board of Education Approval.
- ❖ The trip coordinator may be requested to appear before the Board of Education to answer questions regarding any aspect of the trip that the Board of Education may have.

CORTLAND ENLARGED CITY SCHOOL DISTRICT BOARD OF EDUCATION REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

This form applies to any trip scheduled during the school year, organized and/or supervised by a teaching staff member for students (some or all) from that teacher's school that involves two or more night's lodging.

REQUESTED BY SUPERVISING TEACHER	SCHOOL	DATE
DESCRIPTION OF THE TRIP		
<hr/> <hr/> <hr/>		

TRIP DETAILS		
DESTINATION OF TRIP	DEPARTURE DATE	DEPARTURE TIME
ADDRESS <hr/> <hr/>	RETURN DATE	RETURN TIME
	TOTAL DAYS	TOTAL NIGHTS
NUMBER OF STUDENTS	NUMBER OF STAFF	NUMBER OF CHAPERONES

COSTS		
TOTAL ANTICIPATED COST OF TRIP PER PERSON \$ _____	COST INCLUDES: <hr/> <hr/>	
ADDITIONAL COSTS \$ _____	ADDITIONAL COSTS INCLUDES: <hr/> <hr/>	
TRANSPORTATION MODE	TRANSPORTATION CARRIER	TRANSPORTATION COST

LEARNING OUTCOMES OF TRIP
<hr/> <hr/> <hr/>

TARGET GROUP OF STUDENTS
(Class/Team/Organization)

SPECIAL REQUESTS
(Pertaining only to field trips involving exceptional students or students with special needs)

PRE-TRIP ORGANIZATION, PLANNING, MEETINGS, PREPARATION (Dates)

POST-TRIP FOLLOW UP/EVALUTION OF EDUCATIONAL VALUE

PRINCIPAL COMMENTS

SUPERVISING STAFF NAME	COVERAGE ARRANGED

APPROVALS	
SIGNATURE OF SUPERVISING TEACHER	SIGNATURE OF PRINCIPAL
SIGNATURE OF DIRECTOR OF CURRICULUM AND INSTRUCTION	DATE
SIGNATURE OF SUPERINTENDENT	DATE

CORTLAND ENLARGED CITY SCHOOL DISTRICT BOARD OF EDUCATION CHECKLIST FOR EXTENDED OVERNIGHT FIELD TRIP

This form is to be completed by Principals prior to approving all travel requests by staff and attached to the Request for *Extended Overnight Field Trip* form.

Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

Principals are to:

- a. record the answers and file responses at the school;
- b. submit the responses with the application form to the office of Curriculum and Instruction, if the trip is required to have Superintendent and/or Board approval;
- c. instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions **prior to any finalization/approval** of the trip. (fax copy of checklist to agent if required).

NOTE:

When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect, (i.e., cancellation of trip without penalty must be made by – date and time; cancellations with fifty-percent refund must be made by-date and time; cancellation done in writing individually or by the entire group signing a letter etc.)

AIRLINE SPECIFIC QUESTION CHECKLIST

	IATA Airline Carrier
	Cancellation Policy, Notification Procedure and Penalty
	Name Change Penalty
	Final Payment Policy
	Minimum Group for Discount and Bonus Free Travel Voucher Policy
	Seating Reservation Procedure
	Delay or Cancellation Policy and Assistance Provided
	Cancellation Due to Terrorism, Airport Security or War Policy
	Cancellation of Trip by Board Prior to Departure Policy
	Deposit or Payment Refund Policy
	Passenger Re-Routing Policy
	Lost Bag Delay Policy
	Connecting Flight Policy
	Insurance Accident Coverage
	Office in Travel Destination Number
	Fax or Send Copy of all Agreed Terms and Conditions of Trip PRIOR to Approval

PLEASE SEE OVER

TOUR COMPANY (TRAVEL AGENCY OR WHOLESALER) – SPECIFIC QUESTION CHECKLIST

Phone Tree – Emergency Contact List
Assistance Provided for Group While on Trip (24/7)
List of Service Fees Charged for Trip
Best Student Rates
Can Student / Staff Accounts be Checked On-line?
Web-Site for Parents / Guardians to Check on Progress of Group?
Tour Director or Company Manager Name
Cancellation Policy, Notification Procedure and Penalty
Name Change Penalty
Minimum Group for Discount and Bonus Free Travel Voucher Number
Delay or Cancellation Policy and Assistance Provided
Cancellation Due to Terrorism, Airport Security or War Policy
Cancellation of Trip By Board Prior to Departure Policy
Deposit or Payment Refund Policy
Passenger Re-Routing Policy
Guaranteed Travel Dates (Departure and Return) Policy (in writing)
Accommodation Policy for Students and Staff if Trip Delayed (Departure or Return)
Change of Published Accommodation Policy
Change of Published Tour Attractions Policy
Change of Published Tour Transportation Policy
Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval

INSURANCE – SPECIFIC QUESTION CHECKLIST

Specifics of Plan for Student and Staff Coverage
Parental Coverage through Other Group (VISA, American Express) – Applicable on Trip?
Coverage for Sickness or Accident Prior to Trip
Coverage for Sickness or Accident While on Trip
Coverage for Death of Family Member Prior to Trip
Coverage for Death of Family Member While on Trip
Coverage for Death While on Trip
Cancellation for Terrorism, Airport Security Closure or War
Coverage for Airline or Tour Company Closure
Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval

Date of Conversation

with

by

A copy of this checklist is to be submitted with the Application for Field Trip approval to the “Extended Overnight Field Trip and Excursion Approval Committee.”

TEACHER/ORGANIZER CHECK LIST

- 📌 Extended Field Trip Request completed (date: _____)
- 📌 Extended Field Trip Request approved and on file (date: _____)
- 📌 Board of Education approval (date: _____)
- 📌 Trip listed on Cortland Calendar (date: _____)
- 📌 Executive Principal/Aligned Administrators approval for fund-raising (date: _____)
- 📌 Informational parents = meeting (date: _____)
- 📌 Follow-up parents = meeting(s) (date: _____)
(date: _____)
- 📌 Bus garage notified (date: _____)
- 📌 Bus reserved (date: _____)
- 📌 Submit MLP request (date: _____)
- 📌 Substitute teacher requested (date: _____)
- 📌 Permission forms complete and on file/ready to accompany chaperone (date: _____)
- 📌 Deposits collected, payments received (date: _____)
- 📌 List of participants to building principal(s) (date: _____)
- 📌 Student assignment lists completed and initialized by teacher(s) (date: _____)
- 📌 Itinerary distributed to parents (date: _____)
- 📌 Itinerary given to office to file (date: _____)
- 📌 Phone contacts prearranged (telephone tree, etc.) (date: _____)
- 📌 Clear policy regarding refunds (company policy or an individual policy including money earned from fund-raisers and cut-off dates) (date: _____)
- 📌 Clothing packing list for students (date: _____)
- 📌 Notify School Lunch Department (date: _____)

CORTLAND ENLARGED CITY SCHOOL DISTRICT
(607) 758-4100

_____ has my permission to attend and/or participate in
 (Student's Name)

_____ scheduled for _____. I understand that if my
 (Name of Activity & Location) (Date)

son/daughter needs medical attention, or is unlawful while participating in the above activity; the chaperone or activity advisor will secure the services of the appropriate agency. Parents should be responsible for coming after the student when the student is ill or fails to follow the school rules or directions of the chaperone.

_____ Parent/Guardian Consent: _____
 (Signature of Advisor) (Indicate by Signing)

Parent/Guardian Phone Number: _____

Date: _____

 Teachers should indicate notification for the absence only if arrangements have been made regarding assignments.

Homeroom Teacher's Signature: _____

<i>Period</i>	<i>Subjects</i>	<i>Teacher's Signature</i>	<i>Assignments for Time Absent Provided</i>	
			Yes	No
1	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
4	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
5	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
6	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
7	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
8	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
9	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

This form is to be completed by the student and returned to the Advisor/teacher at least five (5) school days before the activity.

Rules and Behavior Expectations

1. General Expectations

You, the student, shall remember that at all times you are representing your family, your school and your community. Your actions and behavior will be extended to be those of your family, your school and your community.

2. Punctuality

You are expected to be on time at all scheduled events and appointments. Especially. . .

1. you must report to school, practices or rehearsals on time; and
2. you must be on time when we go somewhere as a group, whether it is for a meal, an excursion or whatever. It is thoughtless to keep the entire group from departing for a scheduled activity.

3. Household Behavior

If you are staying with a family, your first obligation is to the families you are staying with. The parents there are responsible for you. If they say you can't do something, you can't do it. If they say be home at a certain time, be there then, not later.

Get up and go to bed when you should, i.e., not later than the rest of the family. Get up in the morning at an appropriate time so you can have your turn in the bathroom—and don't linger there unnecessarily long—you will not inconvenience other family members. You may have to bathe at night rather than in the morning. Tying up the bathroom when others are waiting to use it will not make you a welcome guest. Think of others before yourself. Even as a guest, you must always try not to disturb the other members of the family. A welcome guest is a cooperative guest, always considerate of others.

The curfew set by the family must be obeyed. Do not go out on your own in the evening.

If in doubt as to appropriate behavior or timing, ask your host brother/sister or host parents and watch how others handle the situation.

4. School Behavior (if applicable)

- a. Be on time for classes, and don't leave the classroom before the end of the class.
- b. Don't talk in class unless you are expected to. Especially, don't talk to other students -- American or foreign -- while the teacher is conducting class. Courtesy first -- always try to make a good impression as a representative of our school, community and country.

- c. You should always have some of your own work to do. Do it while you are in school.
- d. Observe all rules in the school. Because you are not a regular student in the school does not give you the right to break any of the school rules.

5. Hotel Behavior

As a guest in a hotel you must always be mindful and considerate of other hotel guests. They have paid for a quiet and restful night, and you have no right to deprive them of it in any way. Laws allow hotels to evict a noisy guest at any time, and frequently will call the police to help them in their task. Therefore:

- a. No noise in the hotel corridors after 10:00 p.m.
- b. You will be expected to be back in your rooms and asleep as designated by chaperone(s). Be considerate of your roommates.
- c. Leave your room neat when you depart. Also leave the towels and other portable items where you found them -- **in the room.**
- d. All services beyond usual accommodations must be paid before you check out.

6. Behavior in Public Places

While on public transportation (plane, bus, train, metro, taxi) you should pay attention when getting on and off, be courteous, do not change seats and yell across the seats, nor put feet up on the seats, etc.

In all public places (transportation, museums, school, restaurants, etc.) you will be expected to be attentive to the event or **practice self-control in all instances!!**

7. Protecting your Personal Property

- a. *Passports* (if applicable): Keep your passport on your person at all times. You can't get back in the U.S. without it.
- b. *Identification*: Carry on your person at all times, in addition to your passport, the name, address and telephone number of your parents or person to be notified in case of emergency, as well as the name, address and telephone number of your host family or hotel.
- c. *Money*: Keep your money as safe as you keep your passport or other identification. Don't keep your wallet in a back pocket or in an open purse.
- d. *Cameras*: Never leave any personal property such as a camera on a seat in a train, metro, restaurant, or anywhere unattended for even a moment. It takes only a moment of forgetfulness to put it in the hands of someone who's watching for the opportunity to acquire your belongings. Most especially, don't leave your personal property with someone you don't know.

8. Smoking

All school rules apply.

9. A word about drugs

Americans traveling abroad are subject to the laws of the country they are visiting; they are not protected by U.S. laws. The U.S. Government can only seek to insure that the American is not discriminated against -- that is, that s/he receives the same treatment as do nationals of the country in which s/he is arrested who are charged with the same offense.

Anyone possessing illegal drugs or under the effects of illegal drugs will be dismissed from the trip and will be sent home immediately at his/her own expense. For the students going to foreign countries, laws regarding drugs are much more stringent than ours, and also make no exception for juveniles. The immediate result of any conviction is a substantial jail sentence.

The Department of State wishes to bring to the attention of Americans traveling abroad, and particularly of young Americans, the serious consequences which may result from their arrest by foreign governments on charges of possessing, trafficking in, or smuggling illegal drugs.

10. Alcohol

The school district policy forbidding student use of unauthorized and unprescribed drugs or alcohol applies to any school-related function, such as field trips, athletic events, dances, and school exchanges. The use, possession, purchase or sale of alcohol or controlled drugs while on a school exchange will result in appropriate administrative action upon return from the trip. Depending on the level of infringement, a student may be sent home mid-exchange at the earliest possible time.

STATEMENT OF UNDERSTANDING

I/We have read and understood the rules pertaining to the Cortland Enlarged City School District trip to _____ from _____ to _____, 20____, and agree to abide by them. It is further understood that while on this trip the chaperone(s) _____, are ultimately responsible for my child and will be acting in his/her best interest. I understand that the accompanying chaperone(s) is/are not to be held liable for any accident that my child sustains, only insofar as that chaperone is an agent of the Cortland Enlarged City School District. Should it become necessary for my child to return home before the scheduled return for whatever reason, including serious violation of rules and/or what the chaperones deem unsuitable and unacceptable behavior, I/we shall accept financial responsibility relating to and/or resulting from my child's early return.

Signature of parent/guardian: _____

Signature of student: _____

Date: _____

(one copy for parents, one to accompany chaperone)

Parent Reminder:

When giving authorization for my child to participate in an extended field trip, I am agreeing to the following rules and conditions:

- All students and parents agree that if they fail to abide by and uphold these rules, the student may be sent home at his/her own expense as well as expenses of the chaperone who must escort the student home to the USA, and waive the right to any refund, full or partial.
- The final authority for guaranteeing/judging compliance with rules lies with the teachers.
- Participants will conduct themselves in a manner which:
 1. respects the rights and privacy of citizens of the site visited,
 2. respects the safety and protection of the environment,
 3. demonstrates deference to local laws and customs.
- No student is to consume liquor, wine nor beer at any time; school rules apply.
- Drugs and narcotics are prohibited; school rules apply.
- Smoking and chewing tobacco are prohibited; school rules apply.
- Operation of a motor vehicle is prohibited.
- Personal belongings are the sole responsibility of the participant.
- In hotels, participants will abide by hotel rules, as well as chaperone curfews, and act in a manner respecting the rights and privacy of all guests in your specific room, as well as the hotel in general.

Because this is a school-sponsored trip, the Code of Conduct is applicable for all participants.

Breach of the Code of Conduct will result in appropriate disciplinary measures.

(to accompany chaperone)

PERMISSION FORM

EXTENDED FIELD TRIP TO: _____
Date

Student: _____ Birth Date: _____

Passport # (if applicable): _____ Home Phone: _____

Street Address

City

State

Zip

Father's/Guardian's Name

Business Phone

Mother's/Guardian's Name

Business Phone

Person to contact in case of emergency if person named above cannot be reached:

Name

Relationship

Phone

Parent/Guardian Permission for Activity

The above named student is given my permission as parent or legal guardian to participate in the school trip to:

Signature

Date

Emergency Authorization

Permission is hereby granted by the undersigned parent or legal guardian of the above named student, for the chaperone(s), _____ or a member of the local host family organization leader to authorize any legally licensed physician or competent medical facility to render emergency treatment to my son/daughter/ward should I not be able to be contacted during the period _____ to _____, 20____.

Signature

Date

This document shall be presented to a physician, dentist, or appropriate hospital representative at such time as emergency medical, dental, surgical care or hospitalization may be required.

Hospital Insurance: _____

Identification or Contract #: _____

Medical Information / Self Medication Release

EXTENDED FIELD TRIP TO: _____
Date

Medical Information

Student: _____ Birth Date: _____
Name Month Day Year

Allergies (specify): _____

Presently taking medication? (what, reason) _____

Handicaps? (specify): _____

Restrictions? (specify): _____

Has had recent surgery? (date, reason): _____

Has been exposed to a communicable disease within the last three weeks? (which disease?):

Most recent Tetanus shot (date): _____ Motion Sickness: (yes or no): _____

Fatigues easily? (yes or no): _____

Other (food reactions, reactions to medicines,...): _____

Self-Medication Release Form for Students

_____ has been instructed in the proper use of the following
Student Name
medication procedures: _____

Physician Signature: _____
Date

I/We request that _____ (student's name) be permitted to carry the medication on his/her person or to keep same in his/her backpack or suitcase, as we consider him/her responsible. He/She has been instructed in and understands the purpose and appropriate method and frequency of use.

Parent/Guardian Signature Date

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Revision Date: 05/11/07

cc: Larry Spring 05/11/07
Cabinet 4/23/07, 05/07/07
Steve Woodard, Julie Carr, Rick Eleck, Cindy Hering, Lori Megivern 04/23/07
Carolyn Dorn 6/4/08
K-12