

Pittsfield School District

**FIELD TRIPS AND EXCURSIONS**

Field trips are an important supplement to the learning experiences of students when used judiciously and effectively. A field trip is defined as a visit to a site off school grounds that school personnel have determined to be a valuable part of a student's educational program. Field trips are to be educationally relevant, consistent with goals and objectives of the class curriculum, and offer experiences not available through direct classroom instruction. Field trips do not include transportation for interscholastic sports, band, cheerleaders, etc.

An excursion is defined as any overnight, out-of-state, or foreign travel. An excursion should meet the educational criteria established above for field trips with the exception of the annual senior class trip. All excursions must have the approval of the School Board; funds may not be collected from students for excursions prior to Board approval.

The chaperones and teachers who accompany students on trips are responsible for supervision of students and are approved by the principal. The maximum student-to-chaperone ratio is established at 15:1 for middle high school and 10:1 for elementary school. Excursions must have at least one female and at least one male chaperone, with an exception being granted for single-gender excursions, such as a school team's overnight excursion to attend a team-oriented training event.

As part of the experience, students will be required to show some evidence of the knowledge gained as a result of the field study.

Procedures

Field trips must be authorized by the administration.

The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the dean of instruction. The dean of instruction is authorized to establish procedures for field trip and excursion proposals.

A *Warning and Consent Form* must be sent to parents/guardians of each participating student for signature and return. The forms should be distributed after the field trip has been authorized. No child may leave school grounds on a field trip unless the form has been signed by a parent/guardian. Consent forms of those attending should be filed with the dean of instruction before the trip.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the administration before the trip is taken.

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