

**Schenectady City School District
Schenectady, New York**

Requirements for Educationally Related Field Trips

The Schenectady City School District believes that field trips provide students with a direct experience that helps to promote understanding and learning. All field trips must be educational and support the curriculum of the district and the state standards. To assure that field trips are meeting the districts requirements for field trips the following general guidelines must be adhered to:

- All field trips require prior approval by the building principal and the Assistant to the Superintendent.
- All requests for a field trip must be directly related to the core curriculum and have a corresponding state standard related to the activity.
- A school day field trip is a trip of duration within the regular school day.
- Students from Pre-K to 4th grade may only take one day field trips.
- All field trips should have a student to adult ratio of 1 adult to every 10 students.
- Longer trips and overnight trips are for students of grade 5 and above.
- Longer trips and over night trips must be approved by the building principal, Superintendent's office and the School Board.
- School busses or bus tour companies are the preferred method of transportation.
- All field trips must have a signed permission slip by the student's parent or guardian.

Procedures for Requesting a Field Trip:

Requests for the approval of all one day field trips must be made in writing by the sponsoring faculty member on a form provided by the District. Such requests must be submitted to the Assistant to the Superintendent for consideration at least ten (10) school days prior to any publication or student notification of field trip plans.

Requests for the approval for overnight field trips must be approved by the building principal, and the Assistant to the Superintendent **before** any planning of an overnight field trip can begin or any fund raising activities can be held to support such an event.

Requests for overnight field trips **must be submitted for approval at least sixty (60) days prior** to the trip. In order for an overnight field trip to be covered by school insurance (Pupil Benefits Plan) it must meet the following:

1. The field trip must be school sponsored.
2. Must be approved by the Superintendent.
3. Must be supervised by school faculty.
4. Must be submitted for approval at least 30 days in advance of the departure date.
5. An itinerary must be submitted including:
 - a. Listing of all events and activities (when and where students will be at all times)
 - b. Where students are staying for the night
 - c. Mode of transportation
 - d. Names of faculty members supervising the trip
6. School district insurance covers only Schenectady City School District students. It will not cover students from other districts.