

# North Shore High School

## Field Trip Policy

### 2023-2024 School Year

#### Teacher Responsibilities

1. There is a cap on field trip requests: For full year courses, teachers may request **two trips per each section of a course**. For example, if you teach two sections of Global 2R, you may take both sections on two field trips apiece. For half year courses, teachers may request **one trip per each section of a course**. Teachers will need to be very discerning about which trips to plan.
2. A **District-Wide Field Trip Request Form\*** must be completed and submitted to the Director of Student Activities for any trips requiring paid chaperones; at least one month in advance of any day field trip and at least seven months in advance of any overnight field trips. Trips requiring a coach bus must be submitted to transportation for scheduling up to six (6) months prior to trip date. Any trip must be categorized as one of the following: Day Trip, Extended Day Trip, Overnight Trip, Festival/Competition, or Curriculum Requirement.
3. Field trip requests for full year and first semester courses are due no later than September 29, 2023 and requests for second semester courses are due no later than February 29, 2024.
4. Teachers who wish to take a section on more than two field trips will meet with a field trip committee composed of one administrator, the Director or Teacher Leader of the content area, and two (2) teachers (at least one tenured) to decide on the exception. The committee will be called only as needed and its members are subject to change. Teachers should not ask to convene this committee more than once.
5. In planning field trips, teachers should consider:
  - a. Leaving later in the day, if possible
  - b. Eliminating a lunch stop
  - c. An alternative learning experience
6. Teachers are asked to be mindful of the following restraints (as field trips which do not meet these parameters may not be approved. Please see attached calendar):
  - a. Field trips during the last week of each marking period, AP/IB exams and Regents exams are NOT permitted.
  - b. Teachers are asked to be mindful of their colleagues' field trips so students are not missing classes within a two-week period. (Teachers can view their colleagues' field trips in the 'Field Experiences' folder located under 'All Public Folders' in school email accounts.)
  - c. When aware, teachers are asked to counsel students who are behind in their other classes' work that going on the field trip may not be in their best interest.
7. Upon approval, complete a roster of the students who have paid to go on the trip, and submit that list to Lisa Cangemi at least two (2) weeks prior to the trip. Submit the collected transportation fees to Lynne G. Johnson at least one (1) week before the trip.
8. Teachers must post their field trips to the 'Field Experiences' folder and must include the following information:
  - a. The date(s) of the field trip.
  - b. The class periods the field trip will take place during.
  - c. The names of all students attending the field trip.
  - d. The nature of the field trip.
  - e. The scheduled departure and return times of the field trip.
9. All field trips should be completed by no later than April 19, 2024.
10. Teachers must also notify the attendance office (Lisa Cangemi) when they return from their field trip so accurate student attendance can be maintained.
11. Blackout dates for field trips for the 2023-2024 school year include:
  - a. The last week of each Marking Period/Quarter
  - b. During Regents and Midterm Exams in January

c. Any time after April 19, 2024

12. The day of the trip, teachers must give the attendance office (Lisa Cangemi) an updated and accurate list of all students who are attending the field trip AND a working cell phone number in case of an emergency.
13. The ratio of teachers to students for high school field trips must not exceed 12 students for every one teacher.
14. Teachers must obtain parental permission from all students who plan on attending prior to their field trip date.

#### Student Responsibilities

1. In all cases, students are responsible to make up all work they miss for all of their classes when they attend field trips.
2. Work that is missed because a student went on a field trip is due within five days of the trip. Beyond five (5) days, the grade for that work becomes "0". Teachers may use their discretion if they wish to give students more time (based on mitigating circumstances).
3. Students who have missed an excessive amount of classes in other subjects and students who are ineligible based on the attendance, academic and/or discipline eligibility policies, may forfeit the opportunity to attend scheduled field trips.
4. Students whose absences are excessive may also be denied the right to go on a field trip.
5. Students who are suspended on the day of the field trip must forfeit the trip. They may not be granted a refund based on the circumstances involved in planning for the specific field trip they miss.
6. Students must have their money and permission slips handed in by the deadline as determined by the individual teacher(s) of each of each field trip. Teachers reserve the right to set this deadline, as it pertains to planning purposes, and may refuse to accept a student's permission slip and money if handed in after the deadline.
7. Students may not attend school-sponsored field trips unless their permission slips and payment are returned PRIOR to the trip.
8. The school's Code of Conduct is fully in effect during any trip and during the bus rides to and from the trip location.
9. Students who do not attend a field trip will be expected to attend all classes on that day and must complete alternative assignments provided by his/her teacher.
10. If a student is late to school and misses the school transportation to a field trip, they will be required to attend their regularly scheduled classes or other designated area determined by administration.
11. For field trips that leave after the beginning of the school day, students who do not attend classes prior to the departure time of the trip may not be permitted to attend the trip.
12. For field trips that return prior to the end of the school day, students are expected to attend the remainder of their classes. Failure for students to attend these classes may result in unexcused absences as per NSHS Attendance Policy.

*The policy was created so as to be fair to everyone. It is expected everyone will adhere to it. Since field trips affect lessons across subject and grade levels, the principal or an assistant principal will take an active role in helping to facilitate this policy and balance the value of each educational opportunity with the loss of instructional time in class.*

**\*PLEASE BE AWARE THAT THERE IS A DISTRICT-WIDE FIELD TRIP REQUEST FORM (WITH UPDATED DEADLINE AND FEE INFORMATION) THAT ALL TEACHERS MUST READ, COMPLETE AND SUBMIT IN ORDER TO ATTAIN PERMISSION FOR ANY SCHOOL-RELATED FIELD TRIP.**