

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

GUIDELINES FOR EDUCATIONAL TRIPS

A trip is an activity that:

- Is an integral part of the course curriculum which includes Business and Industry Standards;
- Supports the New York State Learning Standards and/or Common Core Learning Standards;
- Promotes cognitive, social, physical, or emotional growth;
- Relates directly to classified students' IEP goals; and
- Is an extension of the classroom.

All trips will be well planned and aimed at providing an educational experience that cannot be duplicated in the classroom setting. Trips must occur within the approved school year calendar (September\_\_ to June\_\_). Summer trips must be part of an approved extended school year (ESY) program. Trips to VICA/FFA or other BOCES approved competitions occurring during school vacations, but directly related to the school year curriculum, will be allowed. Teachers will bring all requests for Category A trips to their immediate supervisor **in sufficient time** to ensure receipt of the approved trip paperwork by the Transportation Coordinator two weeks or more prior to the event. Requests for Category B and C trips shall be submitted four weeks or more prior to the event to ensure receipt of the approved trip paperwork by the Transportation Coordinator two weeks or more prior to the event. Requests must be submitted using the attached TRAVEL REQUEST FORM. For category B and C trips a TRIP RISK MANAGEMENT FORM, including trip justification is also required. An *optional* trip checklist is available to guide the process (attached).

Trips fall into three categories:

**Category A** trips are those that take place within school hours and do not require any adjustment of the school day or special transportation to get children to school or home other than what is commonly used. These trips need Program Supervisor or Principal approval and budgetary approval from the appropriate Director.

**Category B** trips are those that deviate from the normal day, generally are out of the area and extend the school day. These, as well, require Program Supervisor or Principal approval and budgetary approval from the appropriate Director.

**Category C** trips exceed 100 miles (one way) and/or require students to be away overnight. These trips must be approved by the District Superintendent of Schools (or designee), in addition to approval by the Program Supervisor or Principal and the appropriate Director.

Use of BOCES owned vehicles for a trip requires approval as an occasional driver and approved by the program administrator.

A signed parental permission slip (see attached form) must be on file for each student before that student leaves the school premises. Where necessary, permission will be obtained from the student's home school. In the case of Category B and C trips, there must be at least one BOCES teacher or administrator in charge who will be completely responsible during the entire trip. As part of that responsibility, an accurate roster of all students on the trip must be on file in the appropriate school office.

When waterfront/pool activities are part of the trip, an individual holding a currently valid Lifeguard certificate, including CPR and first aid, must be present and employed in that capacity. If the purpose of the trip is to provide instruction in swimming skills, an individual holding a currently valid Water Safety Instructor certificate,

including CPR and first aid, must be present and employed in that capacity.

If students will be transported by boat as part of the trip, (e.g. Ferry, sightseeing on the Minnie Ha-Ha) the boat(s) must be prepared with safety equipment as per Coast Guard regulations, and students must receive instruction in the use of safety equipment and emergency procedures prior to embarking on the trip. It is the responsibility of the teacher/administrator supervising the trip to ensure compliance with these requirements. If the boating activity is planned to include students entering the water to swim, or if there is a high likelihood that students will enter the water, a lifeguard or a licensed New York State guide\* must be utilized as in swimming activities described above.

There may be instances when a trip is denied based on the risk of terrorist attacked as determined by the Homeland Security Advisory System.

A chaperone ratio of at least 10:1 is required for each trip. Additional chaperones may be required based upon special circumstances. At least one of the chaperones must be a certified teacher or certified administrator.

### **PROCEDURES:**

For all trips, the following procedures must be followed:

1. Discuss the trip with your immediate administrator/supervisor.
2. Call the destination and arrange the exact day and time.
3. When bus transportation is necessary, tentatively schedule that transportation with the Transportation Coordinator.
4. Fully complete the "BOCES Travel Request" form. Submit it to your immediate supervisor **in sufficient time** to ensure receipt of the approved trip paperwork by the Transportation Coordinator **at least two (2) weeks** in advance of the trip. For category B and C trips a separate "Trip Risk Management" form, including trip justification, must also be submitted to your immediate supervisor **at least four (4) weeks** in advance to ensure receipt of the approved trip paperwork by the Transportation Coordinator **at least two (2) weeks** in advance of the trip.
5. The administrator or supervisor approves or disapproves the Trip Request. Disapproved requests are returned directly to the submitting teacher with a written explanation for the denial.
6. The administrator or supervisor sends the approved Travel Request to the Transportation Coordinator, the business office and the teacher.
7. After the trip is approved, the teacher sends home parental permission forms and receives a signed one for each pupil for each trip. Pupils without written parental consent may NOT participate in the trip. Teachers are responsible to make alternate in-school arrangements for pupils who do not participate.
8. Teachers are responsible for notifying the cafeteria so an accurate lunch count is obtained prior to taking the trip.
9. Complete arrangements must be made prior to the trip to assure full accommodation for medically fragile students or students in need of any medical attention including management of medications. See the attached "Procedures for Management of Medications on Trips."
10. Supervisors must assure that the conditions of the proposed trip are in harmony with the policies and procedures for educational trips of the student's home school district. (Example: Fort Edward UFSD has a policy that only the Board of Education can authorize a student to go on a trip out of the country.)
11. To request BOCES approval for a recurring trip activity, only one "Trip Request" form listing all of the dates is necessary. A single permission slip listing all of the dates may also be utilized.

\* A New York State guide has valid first aid, CPR and water rescue certifications.

Approved/Revised: 10/21/10  
Revised: 7/02/14

## **Procedures for Management of Medications on Trips**

Arrangements shall be made prior to all trips to assure full accommodation for students needing medication during the trip.

For the purpose of managing medications on trips, students shall be divided into two (2) categories: “self-directed” or “not self-directed.” A “self-directed” student is one who is able to identify their medication, knows when it is to be taken, and knows the dosage prescribed. The school nurse shall determine which students are “self-directed.” All other students are “not self-directed.”

For a “self-directed” student, a dose of medication may be prepared and maintained in a properly labeled container. A teacher or other school staff member shall carry the container for the student. The student shall take his/her own medication at the appropriate time.

For a student who is “not self-directed,” the teacher/staff may not carry or administer the medication. One of the following alternatives shall be utilized:

- the parent or guardian may attend the trip and administer the medication; or
- the parent can personally request another adult who is not employed by BOCES to voluntarily administer the medication on the trip and inform BOCES in writing of such request; or
- the student’s healthcare provider can be consulted and may order the medication time to be adjusted or the dose eliminated; or, if no other alternative can be found,
- the medication shall be administered by a licensed professional (e.g. RN, LPN, substitute school nursing personnel, physician) employed by BOCES.

If traveling on a trip to another state or country with a student who is “not self-directed,” school nursing personnel shall contact the appropriate licensing authority in that state or country to determine if school nursing personnel may follow the student to provide medications. State information may be found at National Council of State Boards of Nursing, 676 N. St. Clair, Suite 550, Chicago, IL 60611 or at the following website (<http://www.ncsbn.org/>).

**A child shall not be prevented from participating in a trip solely on the basis of a special healthcare need.**

Washington-Saratoga-Warren-Hamilton-Essex BOCES  
**TRIP PERMISSION FORM**

INSTRUCTOR: \_\_\_\_\_ COURSE: \_\_\_\_\_

I hereby grant permission for my son/daughter/ward \_\_\_\_\_  
(Name)  
to participate in a trip to \_\_\_\_\_  
(Destination)  
on \_\_\_\_\_ . The trip will depart at \_\_\_\_\_ and return at \_\_\_\_\_.  
(Date) (Time) (Time)

I understand that this trip is to be conducted by BOCES and will be under the direct supervision of a certified teacher or certified administrator. Students will be expected to comply with BOCES disciplinary regulations while on the trip.

Additional information/instructions from the teacher: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Home School/BOCES Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\* Career and Technical Education students, and others as applicable.

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**MEDICAL RELEASE**

I authorize the teacher in charge to have the right to authorize emergency medical and/or hospital care and/or treatment.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy/ID # \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

SPECIAL ALERTS/MEDICAL CONDITIONS: (to be completed by parent/guardian):  
\_\_\_\_\_  
\_\_\_\_\_

**This form must be signed and returned to the instructor in advance of the trip date. Unless otherwise approved, the student shall utilize BOCES transportation to and from the trip site.**  
**TRIP CHECKLIST**

**PRIOR TO TRIP:**

Trip Request: Submitted: \_\_\_\_\_ Approved: \_\_\_\_\_

Transportation Request:

Provided by: \_\_\_\_\_

Submitted: \_\_\_\_\_ Approved: \_\_\_\_\_

Departure Time: \_\_\_\_\_ From: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ At: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Permission slips collected: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Participating adults are given lists of students to supervise: \_\_\_\_\_

Itinerary Submitted: \_\_\_\_\_

Intended student list submitted: \_\_\_\_\_

**DAY OF TRIP:**

Students list submitted to: \_\_\_\_\_

Emergency contact phone number: (\_\_\_\_) \_\_\_\_\_

Number of students on bus: \_\_\_\_\_

Number of student's returned: \_\_\_\_\_

**POST TRIP REPORT:**

Submitted to: \_\_\_\_\_

Date submitted: \_\_\_\_\_