

Field Trip Guidance for Teachers

Permission Slips

Caregivers must be notified via a permission slip each time students leave the buildings and grounds of a school. Blanket permission slips cannot be used. Permission slips that detail multiple trips may be used if the specific locations and dates of trips are included. Dates may be given as "the week of..."

Field Trip Request Forms

Field trip request forms can be found on our [district website](#), or linked here:

- [ICSD Domestic Field Trip Request Form](#)
- [ICSD International Field Trip Request Form](#)
- [IHS Field Trip Medical Form](#)

The school nurse should be notified of all field trips and provided the list of participating students, as student medications may need to be available (scheduled or emergency - e.g. EpiPen), or accommodations (e.g. 1:1 nurse to accompany a medically fragile student), or training required (e.g. reviewing EpiPen or glucagon administration with a staff member).

The type of trip determines who will grant approval (the building principal or the district office.) PTA Trips are not ICSD field trips, so they should not use the district form. They should fill out building use forms for in-school activities and can rent buses from the district if available.

Which Trips Require District Consultation?

- Classroom trips that include contracts for services
- Trips involving a signed release of liability (for extra-classroom trips check with your principal for guidelines)
- Potentially high-risk activities, including planned activities for students to be on or in open water (swimming, not wading)
 - Open water trips cannot use district or privately-owned boats and cannot have a district employee serving as a lifeguard
- Overnight field trips and trips to destinations over 50 miles from the district
 - **Prior to making any arrangements, you must have approval from the building principal.** The principal shall notify the superintendent or designee upon trip approval. Requests must be made at least four weeks in advance of the planned event and must include a financial plan and timeline for fundraising.

Which Trips Can Be Approved at the Building Level Without District Consultation?

- Trips that are part of a planned curricular unit and:
 - Include all students in the class (no exclusions)
 - Have no contracts or releases of liability
 - Are within the school day or less than 24 hours long stay within Ithaca
- Walking trips are permitted within a reasonable distance from the school. If students are walking longer than the length of the activity, consider getting a bus.
- Trips to pre-approved local pools - the district will develop a list after checking for insurance coverage.
- Trips to local bodies of water with NO in-water activities.
- These trips must have a clear plan that describes student safety measures.
- **Extra-Classroom Activities**
 - Advisors can sign contracts, but not releases of liability
 - Groups can raise funds for the trip and gift them to the school. Trips like end-of-the-year trips should establish an extra-classroom activity fund through the school board for fundraising purposes
- **Social Growth Trips**
 - These trips should be a part of a larger plan to develop community among students. Consider: Is the trip culturally responsive? Will all students find the activity engaging? What is the plan for students to develop relationships within the group?
- **Celebratory Trips**
 - Check that none of the district consult items are present.
 - If there are no curricular references in the trip request, then it must be funded by someone other than the school (i.e. PTA or extra-classroom activity fund)

Additional Notes

- Trips that present barriers for students with disabilities may need a district consult. In these cases, contact your principal, who will consult with district team members. We must provide medical or behavioral accommodations to students who require them in order to attend.
- If a student with an academic IEP has challenging behaviors, work with your CSE to determine if there is a nexus (connection) between behavior and disability. If there is NOT a nexus, the student can be excluded because of unsafe behavior but must receive an alternative educational experience at school. If there IS a nexus, the district must provide accommodations or modifications to ensure the student can participate to the same extent as non-disabled peers.
- If a student without a disability has challenging behaviors and breaks an established behavior contract, they can be excluded but must receive an alternative educational experience.