



ICSD FIELD TRIP GUIDANCE FOR TEACHERS

PERMISSION SLIPS

- Parents must be notified via a permission slip each time students leave the buildings and grounds of a school.
- Blanket permission slips can NOT 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

- Fill out a district field trip request form. You can find the form on our website (<http://www.ithacacityschools.org/district-page.cfm?pageid=361>).
- The type of trip will determine who will grant approval for the trip - the building principal and/or 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.



WHAT TRIPS REQUIRE DISTRICT CONSULT?

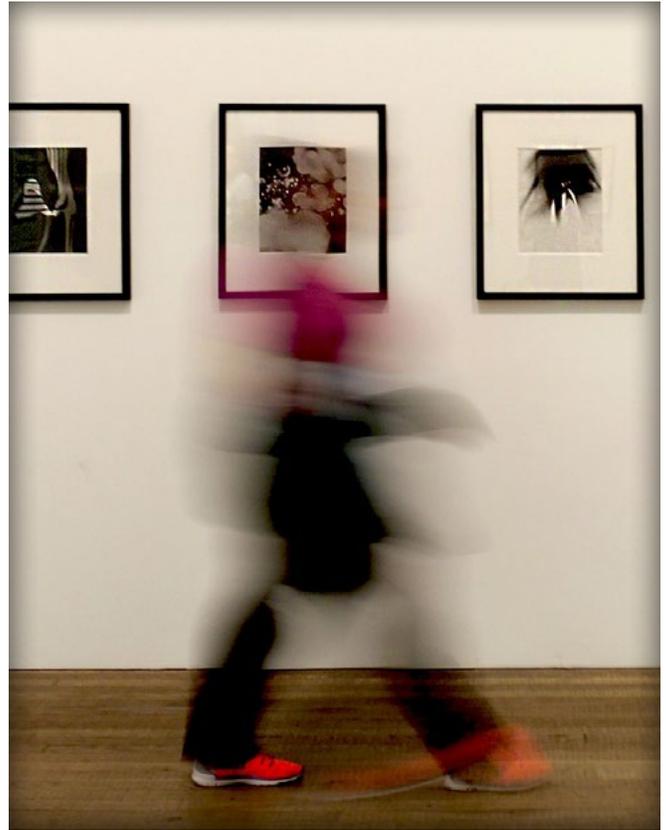
- Classroom (not extra-class) trips that include contracts for services.
- Trips involving a signed release of liability - for extraclassroom trips, check with your principal for guidelines.
- Potentially high-risk activities, including planned activities for students to be on or in open water. ("In" means 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 commitments or arrangements, you must have approval from the building principal. The principal shall notify Superintendent or designee upon trip approval. Requests must be made at least four (4) weeks in advance of the planned event and must include a financial plan and timeline for fundraising. The time requirement may be adjusted in exceptional circumstances.

WHY DISTRICT CONSULT?

- District-level input into approval for certain trips will help mitigate the liability – the potential to be sued – for both you and the district. Consulting with a district team member will ensure that we have insurance to cover the activity and/or that we have done all we can to mitigate liability. Our goal is to ensure that the field trip can occur while minimizing risk. We want to help you.

WHICH TRIPS CAN BE APPROVED AT THE BUILDING LEVEL WITHOUT DISTRICT CONSULT?

- Trips that are part of a planned curricular unit and:
 - * include all students in a 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 we check for their 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.
- Extraclassroom 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 fifth-grade end-of-year trips should establish an extraclassroom 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 extraclassroom activity fund).



POSSIBLE DISTRICT CONSULT

If district consult is required for your trip, or you are not sure whether you should have district-level input, start with an email to your principal. 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.



Before fundraising for trips, please check with your building leader.