

Cleary School for the Deaf

301 Smithtown Boulevard, Nesconset, New York 11767-2077 631-588-0530 (V & TTY)
www.clearyschool.org

FIELD TRIPS AND EXCURSIONS POLICY

The Cleary School for the Deaf recognizes the desirability of providing off-campus experiences which will reinforce or enhance the offered educational curriculum of the school. The administration, in consultation with the teachers, will determine the frequency and content of school-sponsored field trips and excursions. Each student must secure the written permission of his/her parent and/or legal guardian before participating in such school-sponsored field trips and excursions. A Cleary Parental Permission Form will be required to be completed and returned to the classroom teacher prior to the trip. This will be the official form of consent to be used. If a student is aged 18 or over, the student may provide consent themselves.

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, benefits of students, the distance of the trip, availability of transportation and personnel, sufficient liability insurance, the cost involved, weather conditions, and full utilization of transportation. In order to make necessary transportation arrangements, all requests for day field trips must be submitted by teachers to the appropriate administrator at least one month prior to the requested field trip date.

On all school-sponsored field trips and excursions, provisions will be made for proper supervision by school employees. Parents may assist or volunteer along with proper supervision, and space permitting. Parent participation will be determined for each specific field trip excursion.

For any school trips and excursions, the principal shall be responsible for ensuring that appropriate care is taken to ensure the safety of all participants. Suggested supervision: Adult must be a teacher, other adults may include school employees. Same ratio noted on IEP.

Transportation:

When the school provides transportation for students on a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to the point of departure or back to the appropriate school unless:

1. The parent or legal guardian of a student participating, has provided the school with a written notice authorizing an alternative form of transportation of the student.
2. Where intervening circumstances have made transportation back to the point of departure or to the appropriate school impractical, a school representative shall remain with the

student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her legal guardian.

When the school provides transportation for field trips it will be limited to school-owned or contracted vehicles, except in the instance of travel via public transportation.

Student Participation:

All students who are part of the group for which the field trip is arranged are eligible to participate. The School Code of Conduct is expected to be followed at all times. Excluding a student from participation on a case by case basis may be approved based on the Code of Conduct.

Administering Medication on Field Trips and at After-School Activities:

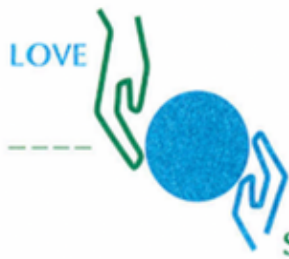
Taking medication on field trips and at before or after-school activities is permitted if a student is self-directed in administering his/her own medication. On field trips or at other before or after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip, but is not self-directed, every attempt will be made to secure a nurse to accompany the child on the field trip. If no nurse is available to attend, the parent may be invited to accompany the student on the trip. Another option would be for the nurse to review the medical orders to see if medication may be administered before or after the field trip by the nurse.

Emergencies:

The teacher and/or school personnel are required to contact the principal and/or his/her designee immediately should any emergency situation arise. If a student becomes injured or ill, the teacher, or designated employee, will remain with the student until the student may leave the field trip. A parent of the injured/ill student must be contacted.

Field Trip Procedures:

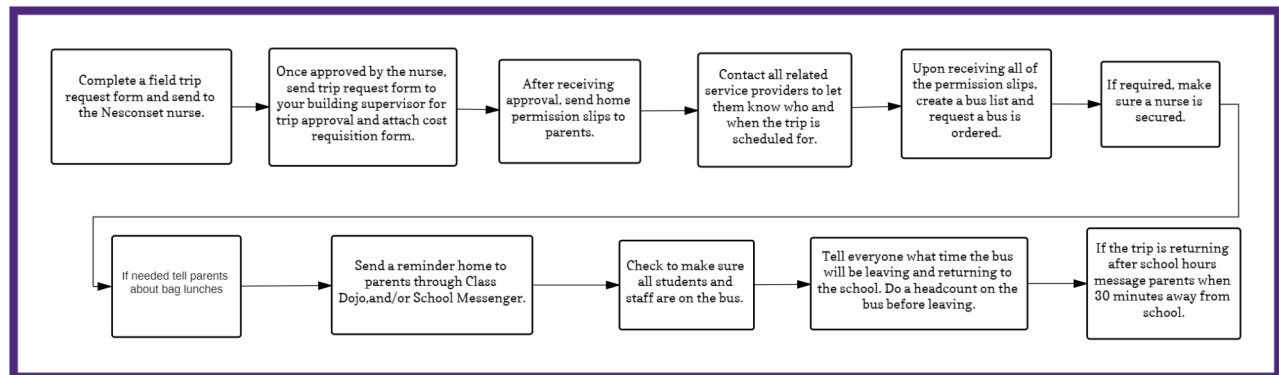


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Please refer to the attached Thinking Map for procedures to be followed when planning a Field Trip at your specific campus.

Nesconset Campus



East Islip Campuses:

