

The BOCES recognizes that field trips are an important part of the instructional program provided to students. A field trip is any planned activity or event away from the school premises, including student competitions. The purpose of a field trip must be educational. The educational quality of a field trip may be directly related to the curriculum or it may also help promote the social and emotional growth of the student. A curriculum match should be sought for each field trip. Teachers and administrators in a particular department must coordinate field trips between and among the levels so that duplication and redundancy are avoided. Staff should strive for equity in field trip experiences across courses of study.

The Teacher(s) seeking permission to take students on a field trip must conduct extensive planning for each field trip. Extensive planning includes, but is not limited to, recognition of budgetary constraints, transportation needs, adult supervision and parent involvement. The Planning Teacher must consider the maturity, age, and ability level of the students when planning the content, location and duration of a field trip.

Any field trip that is expected to be overnight or cause the students to go outside of New York State must also be pre-approved by the District Superintendent and the BOCES Board of Education. After approval is obtained, the Planning Teacher must notify the parents/ legal guardians of the students about the details of the planned field trip. The Planning Teacher must obtain a permission slip and emergency medical treatment authorization form (Policy 6041-E2), signed by a parent/legal guardian of each student attending the field trip.

All students should be allowed to participate in field trips planned for their class. If a teacher has a concern about a student participating, these concerns should be brought to the program administrator for a final decision. A teacher is expected to provide an appropriate assignment for students who do not participate in a field trip. If the field trip requires the student to contribute to the expense of the trip and the teacher believes this may prevent the student from participating in the activity, he or she should discuss this with his or her supervisor.

Transportation

When the district provides transportation to students on a school-sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district unless the parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student (Policy 6041-E1); or intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a representative of the district 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 parent or legal guardian.

Legal Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e

Cross ref: 4210, Chaperones
5200, Student Conduct and Discipline

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