

The following rules apply to students who participate in a field trip:

1. Students shall be familiar with and abide by all district policies, rules and regulations pertaining to student conduct and discipline.
2. In the event a student's parent/legal guardian does not return a signed permission and emergency medical treatment authorization form (Policy 6041-E2) to the Planning Teacher prior to the field trip, said student shall be prohibited from participating in the field trip.
3. Students are prohibited from engaging in any behavior which is prohibited on school premises while on a field trip, i.e., smoking, tobacco use and drinking alcoholic beverages.
4. Participation in a field trip counts for attendance purposes.
5. Any class work that is missed by attending the field trip must be made up and all assigned homework must be completed and handed in on time.
6. Students shall obey the instructions of all staff and chaperones.
7. Students shall stay with the group at all times and may not leave the event or site area on their own accord.
8. Students shall carry personal identification at all times during a field trip.

Teachers planning a field trip must adhere to the following procedures and guidelines:

1. Appropriate approval must be obtained in advance.
2. Field Trip Request Forms (Policy 6040-E) shall be filled out completely and accurately. The Field Trip Request Form for each planned field trip shall include the following information:
 - ! The Planning Teacher's name, school, program and level;
 - ! The date(s) and destination of the field trip;
 - ! A description of the educational purpose of the field trip;
 - ! The type of transportation requested;
 - ! The number of students, staff and chaperones;
 - ! The name and contact information for the staff and chaperones planning to attend the field trip, along with any request for additional compensation for staff;
 - ! A complete itinerary, which shall include, in detail, all locations and times for departures and arrivals, including meal stops. The itinerary shall include all transportation scheduling, including carrier, flight or train information. Once approved, teacher/chaperones may not deviate from the itinerary.

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3. The field trip should be designed with a definite educational objective in mind. As part of that goal, appropriate instruction shall precede and follow each trip.
4. Each year teachers should submit their preliminary plans for field trips to their immediate supervisor by October 1. Requests for day trips should be submitted to the Program Director with ample time to review it and arrange for transportation. Requests for overnight and/or out-of-state trips must be submitted to the Program Director at least eight weeks in advance to allow for scheduling and approval by the District Superintendent and the Board.
5. Day trips for elementary students should be reasonable in distance traveled and total time expended. Students should be returned to school in time to make connections to return to their home school.
6. Sufficient supervision must be provided during the field trip. As part of his/her extensive planning the Planning Teacher(s) shall consider the maturity, age, and ability level of the students in order to determine the minimum number of adults necessary to provide adequate supervision. The Planning Teacher(s) must obtain parents or other individuals to chaperone if there are insufficient teachers available.
7. Obtain a permission and emergency medical treatment authorization form (Policy 6041-E2), signed by a parent/legal guardian from each student participating in the field trip and give them to the Program Supervisor. The Program Director should be consulted if the trip is overnight or out-of-state to determine if a more comprehensive permission form may be needed. The Planning Teacher shall retain a copy of each signed permission emergency medical treatment authorization form and have possession of them on the field trip.
8. In the event a signed emergency medical treatment authorization form is not received from a parent or legal guardian in a timely manner, the Planning Teacher shall make a reasonable effort to contact said parent/legal guardian in order to obtain a signed authorization form. As part of his/her reasonable effort the Planning Teacher should attempt to contact the parent/legal guardian at least three times, by means, including, but not limited to, telephone, correspondence or meeting in person. The Planning Teacher should keep a log of his/her efforts, including the outcome of each attempt.
9. Secure and carry any pertinent student emergency medical information provided by the student and/or parents/guardians. Follow established guidelines regarding student medications.
10. If the field trip is to Canada, maintain an updated class printout with each students date of birth, home telephone number and parents/guardians name. Ensure that each student has a copy of their birth certificate and/or picture identification (i.e., driver's license).
11. Ensure that the administration knows the itinerary of the field trip.
12. A staff member must be designated to collect all receipts from chaperones and students and fill out appropriate paperwork for reimbursements and business office processing.

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13. Ensure that all staff and chaperones are committed to attending the field trip. In the event a scheduled staff member or chaperone is subsequently unable to attend, the Planning Teacher must obtain another staff member or chaperone as a replacement.
14. Ensure that all chaperones are aware of their duties and responsibilities.
15. Ensure that all parents are aware of the return time from a field trip if it is after the afternoon bus run.
16. Students in BOCES programs located in component school districts and the staff assigned to such classes shall be afforded the full advantage of participation in local district field trips. When BOCES staff and students participate in field trips under the direction of local school districts, they will comply with all field trip procedures and guidelines established by the district.
17. Adhere to all guidelines and rules for chaperones. (See policy 4210, Chaperones)

Administrative Procedures

1. The Planning Teacher's Program Director shall review each Field Trip Request Form submitted for approval.
2. The Program Director shall review the Planning Teacher's Field Trip Request Form in order to determine that the form is complete, the requested field trip is substantively appropriate, the planned supervision is adequate and that the itinerary is comprehensive and well planned.
3. The Program Director shall notify the Planning Teacher in writing that the field trip is approved or denied. If the field trip is denied or the request deficient in some manner, the Program Director should explain the reason(s) for the denial or the nature of the deficiency to the Planning Teacher.
4. The Program Director, or his/her designee, shall contact the staff and other chaperones listed on the Field Trip Request Form, if any, in order to confirm their participation on the field trip.
5. Any field trip planned to be overnight or outside of New York State must also be pre-approved by the District Superintendent and the BOCES Board of Education
6. After a field trip is approved, and when applicable, the Program Director will forward a copy of the approved Field Trip Request Form to the Health & Safety Coordinator's Office in order to have transportation scheduled. It is the responsibility of the Planning Teacher to contact the Health & Safety Coordinator's Office in order to confirm that the correct transportation means and schedule are in place.

7. The Planning Teacher should have a means of communicating with the BOCES and/or emergency personnel during each field trip. For example, a cellular telephone or two way radio communication between a transportation vehicle and transportation garage. When requested, and when feasible, the BOCES will provide a cellular phone to the Planning Teacher for emergency use on a field trip.

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