

<h1>POLICY</h1>	2008	8440
	<b>Instruction</b>	

**Subject: Field Trips**

The Board recognizes that field trips are an educationally sound and important component in the instructional program of the schools, therefore, it encourages travel as a valuable supplement to classroom learning. The Board insists that all trips provide an educational experience that cannot be provided in the regular school program or school day.

For the purpose of this policy, a field trip shall be defined as an off-site learning experience away from the school premises, under the supervision of a teacher, coach and/or staff, which is an integral part of an approved course of study or extra-curricular activity. The exception to this would be the senior trip.

Field trips are an extension of the curriculum of the schools and attendance on field trips is governed by the same rules as attendance at regular classroom activities. The District Code of Conduct is also in effect on approved field trips.

Field trips, team trips, or other school related excursions whose nature will require overnight travel or lodging of pupils must have the prior approval of the Board of Education. This approval is to be requested through the office of the Superintendent of Schools and is to be requested before any commitments are made to, by, or for pupils, parents, staff, or other interested parties.

In unplanned or unexpected cases that involve five or fewer students and two or fewer nights of lodging, the Superintendent of Schools may authorize the trip after notifying and obtaining agreement from the Board of Education President or designee. Such notification must happen as soon as the Superintendent of Schools becomes aware of the situation so that the Board of Education President has time to call a special meeting of the Board of Education if he/she deems such a meeting is necessary.

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:

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**Subject: Field Trips (Continued)**

1. 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; or
2. 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.

If non-district transportation is used for any school approved trip, the Transportation Supervisor or designee must approve the drivers and the vehicles according to state and federal transportation laws.

If it becomes necessary for the Board to cancel a trip because of safety concerns, every effort will be made to obtain reimbursement of monies paid, however, this cannot be guaranteed.

The Superintendent or his/her designee shall develop administrative regulations in accordance with this policy.

Education Law Sections 1604; 1709;  
1804; 1903; 2503; 2554; 2590-e

Section 509 of the New York State Vehicle and Traffic Law.

Approved: Board of Education  
May 8, 2002

Approved: Board of Education  
December 6, 2006

Approved: Board of Education  
June 11, 2008