

8460	Field Trips and Student Travel
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The Board of Education recognizes the value and desirability of providing experiences that require student travel to enhance the educational program of the school system. Field trips that add to the learning experiences of students are encouraged and may be permitted as fiscal conditions permit and with the approval of the Superintendent of Schools or his/her designee.

The Board believes field trips should be selected, planned, organized, and conducted in the context of:

- Clear benefit to students;
- Safety and security of all participants;
- Risk assessment and management of off-site activities;
- Protection of students, staff, volunteers, and the School District.

Definitions

For the purposes of this policy:

A “Field Trip” is defined as a trip away from the school site that is a part of the academic curriculum and provides students with an opportunity for first hand observation or participation;

An “Extracurricular Activity Trip” is defined as a trip away from the school site that is directly associated with an approved athletic or extra-curricular activity.

Approval of Field Trips

The Superintendent of Schools may authorize Field Trips, so long as

- a. Students who do not go on the Field Trip are taught parallel curriculum at the regular district location and receive the same academic credit; and
- b. The Field Trip is part of the education program. Documentation of ties to the educational objectives for that subject or grade must be provided in advance of the authorization of the Field Trip.

Approval of Extra-Curricular Activity Trips

The Superintendent of Schools may authorize Extra-Curricular Activity Trips, so long as such trips are directly associated with an approved athletic or extra-curricular activity.

Approval Procedure

The Board must directly approve all Field Trips and Extra-Curricular Activity Trips that are overnight, out-of-state or out-of-country. That authority is not delegated to the Superintendent.

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Local/NYS-based, one-day Trips

All field trip requests must be submitted to the Office of the Superintendent a minimum of 30 calendar days in advance of the proposed trip date. Board approval is not required.

Overnight Trips

Trips in excess of one day involving overnight travel must be approved by the Superintendent of Schools and Board of Education prior to making any commitments or arrangements. Requests for overnight trips must be submitted to the Office of the Superintendent a minimum of 60 calendar days in advance of the proposed trip date and submitted for Board approval at least 45 calendar days in advance of the proposed trip.

Exceptions to the Approval timeline for Local/NYS-based, Overnight, Out of State, and Out of Country Trips

The Board of Education recognizes that there may be exceptions to the minimum advance notice requirement as outlined above. In exceptional circumstances, exceptions to the minimum advance notice requirement may be considered. Exceptions will be granted based on the following criteria:

- a. Unforeseen Events: Field trips necessitated by unforeseen events such as guest speaker availability, unique educational opportunities, or relevant community events;
- b. Academic or Curricular Enhancement: Field trips that significantly enhance the academic or curricular objectives of the participating students, and cannot reasonably be replicated at a later date.

Trip Exceptions and the Approval Process:

Requests for exceptions to the minimum advance notice requirement must be submitted in writing to the Office of the Superintendent. The request should include a justification explaining the need for the exception, along with any supporting documentation.

- a. Review and Approval: The superintendent or their designee will review the exception request and assess its validity based on the established criteria. If the request is approved, the field trip may proceed as planned. If denied, the reasons for denial will be communicated to the requesting party.
- b. Documentation: All approved exceptions, along with the rationale for approval, will be documented and kept on file for future reference.

Proper Supervision Required

All Field Trips and Extra-Curricular Activity Trips shall have proper supervision by a teacher or other authorized District representative.

Faculty, staff, and chaperones are always on duty while on any Field Trip or Extracurricular Activity Trip.

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Students Subject to Code of Conduct

Students on a Field Trip or Extra-Curricular Activity Trip are subject at all times to the District Code of Conduct.

Students who engage in misconduct on a Field Trip or Extra-Curricular Activity Trip may be returned to the District prior to the scheduled end of the trip. Such early returning students will be accompanied by a chaperone or, if the parent requests, may return alone. Costs associated with the early return of the student and chaperone (if any) shall be paid by the student's parent or legal guardian.

Absences

An extended Field Trip or Extra-Curricular Activity Trip must be scheduled to minimize absences and be consistent with Attendance Policy 7110:

- a. Students attending a Field Trip are counted as present for the class that is providing the Field Trip.
- b. Other absences resulting from approved Field Trips or Extra-Curricular Activity Trips are excused absences.

Permission Slips Required

A written permission from a student's parent or legal guardian is required for a student to participate in a Field Trip or Extra-Curricular Activity Trip.

Field trips are to be sponsored by the School District or an officially recognized school organization. On occasion, the School District may co-sponsor field trips with other governmental units or private non-profit organizations. Such field trips are to comply with this policy and are to receive prior approval from the Superintendent of Schools or his/her designee.

Adoption Date: 03/05/2025