( ) Required
(X) Local
( ) Notice

FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. The Superintendent will determine the frequency and content of class field trips. The Superintendent may at his/her discretion cancel an approved field trip based on concerns for student health and safety.

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation. In order to make necessary transportation arrangements, all requests for field trips must be submitted to the appropriate Building Principal at least two weeks prior to the trip date.

Student Permission

When the District recommends students to attend a school-sponsored field trip, extracurricular activity or any other similar event, it shall:

1. require each student to secure the permission of his/her parent or guardian before participating in such activity.
2. ensure the building principal, in consultation with the teacher, review that the student's attendance, behavior, and/or academics are in good standing.

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:

1. the parent or legal guardian of a student participating in the 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.

Note: Prior policy, 6153, revised

Ref Education Law 1604; 1709; 1804; 1903; 2503; 2554; 2590-e
Adoption date: 11/12/64
Amended: 5/2/79, 6/21/06
Reviewed: 12/16/15, December 17, 2025

FIELD TRIPS AND EXCURSIONS
REGULATION

The following guidelines are to be observed with regard to all field trips:

1. The teacher shall arrange for approval and transportation by completing a "Teacher Request for Education Trip". The Building Principal will keep one copy of this form on file for at least three years.
2. All requests for field trips must be submitted in time for the following advance approvals to be granted:

    a. Trips within the geographic confines of Long Island, Westchester, and New York City and using the district's transportation services require the Principal's approval.
    b. Trips involving extra compensation of up to $100 require approval of the Principal and the Assistant Superintendent for Curriculum, Instruction and Innovation.
    c. Trips beyond the geographic confines of Long Island, Westchester, and New York City or trips using other than the district's transportation services or trips involving over $100 extra compensation require the approval of the Principal, the Assistant Superintendent for Curriculum, Instruction, and Innovation and the Board of Education.
3. The teacher will confirm specific arrangements with a responsible official at the place to be visited. If any changes are then made, he/she will notify the Principal at once.
4. Private cars are not to be used for transportation on field trips unless specifically approved by the Principal.
5. One teacher shall have complete responsibility for and authority over the group at all times during a field trip. This includes authority over other teachers as well as participating parents and students. The teacher in charge of a trip may discontinue the trip if, in his/her own judgment, the safety of the participants, the equipment or the suitability of the driver is in serious question.
6. The teacher must obtain a written “Parent/Guardian Approval for Educational Trip” form from the parent or guardian of each child who is to go on the trip. No student may go on a field trip if a parent/guardian permission slip is not on file in the school. A parent must submit a written notice to the principal prior to the trip, if an alternative form of return transportation is requested for a student.
7. The teacher shall inform parents/guardians well in advance of the trip if a trip ends after regular school hours in order for parents to make arrangements for transportation from school to home. All students who go on a trip must return to the school with the group with one exception: with prior written notice to the principal a parent or guardian may arrange to meet the teacher at the place of departure for home and remove his/her child from the group.

8. A list of children who are going on a trip should be submitted by the teacher to the Principal in time for him/her to notify teachers who might otherwise expect to see the children in class that day, and so that children not going on the trip may be provided for while the class is away.
9. If at all possible, the teacher should visit the place in advance to make sure it will be a worthwhile experience and to check such items as places to eat, places to leave personal belongings, restrooms, etc.
10. The teacher will arrange to obtain voluntary supervisory assistance for the field trip so that there shall be a minimum of two adults per class group, one of whom shall be the teacher. Selected non-staff supervisors may be required to pay for the cost of the experience.
11. After each trip to a new place, or to a place which has changed considerably in any way, a short written statement should be made on the "Teacher Evaluation of Educational Field Trip Form" and submitted to the Principal and the Assistant Superintendent for Curriculum, Instruction and Innovation.
12. If charges to students are necessary, they should be minimal and appropriate to the experience. No students will be prevented from participating due to financial need.
13. Fees required for staff members providing supervision for field trips will be paid by the District. The District shall use the United States General Services Administration's (GSA) annual guidelines for per diem rates for daily lodging and means and incidental expenses.

14. The school district will pay for
    1. required supervision costs.
    2. registration/entry fees.
    3. transportation costs for the students.
    4. lodging costs for the students.

15. The parent/guardian will pay for food costs for the student.

No student will be prevented from participating due to financial need.

Field trips for state and national student achievements

The following guidelines will be applied to those students who, individually or as part of a team, participate at a state level or beyond in competitions and recognitions: All field trips for state and national student achievements shall be brought to the building principal by the teacher in charge to ascertain availability of funds prior to submitting a field trip request form. Any school bus, coach bus, or alternate means of transportation must be approved by the Assistant Superintendent of Curriculum, Instruction and Innovation.

Transportation

The district maintains a general contract specific to field trip transportation. This contract specifies rates (varies for nature/location of trip) for field trips and addresses all compliance and insurance issues.

If transportation is to be provided by other than the general contract carrier, the Transportation office should be contacted to assist in arranging transportation. The following will need to be addressed:

a. Transportation services are to be purchased in accordance with Policy #6700 (Purchasing).
b. Appropriate insurance certificates are to be obtained from the carrier.
c. All drivers are to be in compliance with New York State requirements for transportation of students (including Article 19-A certification). If transportation service is used outside of New York State, confirmation is to be obtained that the carrier and driver are in compliance with all required local and state requirements to transport students.
d. When vehicle is on-site to pick up students, the DOT inspection sticker is to be reviewed to confirm its validity and the driver's license should be checked to confirm that the driver's name matches that on the certification provided by the carrier.
e. Chartering watercraft – the watercraft and operator must be fully licensed and meet U.S. Coast Guard (USCG) or local maritime authority requirements. Captain credentials – Verify that the Captain has a current Merchant Maritime Credential (MMC) and a valid charter license. Further, the Certificate of Insurance (COI) must name the District as an additional insured.

Amended: 12/16/15, 12/15/16, 7/1/25, 12/17/25

REQUEST FOR EDUCATIONAL FIELD TRIP

Teacher _____ School _____ Today's Date _____

Please specify type of trip:

Grade _____ Subject_____ Club Activity _____Competition_____

Is this an approved Environmental Education Trip? _____

Field trip to _____ Date_____

Time leaving school A.M. P.M. Transportation Cost to student/parent: _____ Cost:_____

Time returning to school _____ A.M. P.M. Other student cost: _____Total Cost:_____

We plan to use _____School bus(es) Specify company _____

Public carrier Specify company _____

Are any insurance certificates required?

PRIVATE CAR (special approval required)

Number of children going: _____ List

Number of teachers going: _____ Teacher's Name Extra Comp.

_____ _____

_____ _____

_____ _____

Number of parents or others going on trip: _____

Please describe how this field trip will enrich and extend student learning.

_____

_____

APPROVAL

Dept. Chairperson_____ Date _____ . Asst. Principal _____ Date _____

Building Principal _____ Date _____

Assistant Superintendent for Curriculum, Instruction and Innovation

_____

Date _____

Please file parental permission slips.

For billing purposes: Budget Code: _____

WHITE COPY. DEPUTY SUPERINTENDENT YELLOW COPY: PRINCIPAL'SOFFICE PINK COPY TEACHER COPY

PARENT APPROVAL FOR EDUCATIONAL TRIP

Date _____

I, the undersigned parent or legal guardian of _____

_____ give permission to him/her to participate in a school-

sponsored trip to _____

on _____ by _____
(date) (type of transportation)

Lunch arrangements:

Time of leaving school _____ A.M./P.M.

Approximate time of return to school _____ A.M./P.M.

_____
Parent or Legal Guardian

TEACHER EVALUATION OF EDUCATIONAL FIELD TRIP

Completed forms should be returned to the Building Principal within one week after trip.

Date: _____

Place visited: _____

Date and time of visit: _____

Method of transportation: _____

Length of traveling time: _____

Number of pupils attending and their grade level: pupils _____

grade _____

Length of guided tour: _____

Maximum number of students in each tour: _____

General topics covered during visit: _____

_____

_____

Quality of the tour was: fair _____ good _____ excellent _____

Was the material relevant to the grade level? Yes _____ No ____

If not, for what grade level would it be better suited? _____

Were bathroom facilities available? Yes _____No _____

Was there a place to eat? Yes _____ No _____

cafeteria _____ brought your own _____ ate on bus ____

Cost of trip (excluding bus): Admission fee per person _____

Tour fee per class _____

Other _____

Would you recommend this trip? Yes _____ No _____

(Please indicate briefly why or why not) _____

_____

_____

_____

Teacher _____

School _____

Note: Prior exhibit ____