

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 of Schools or his/her designee will determine the frequency and content of class field trips. Each student must secure the permission of his/her parent or guardian before participating in such activity.

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, with the exception of special circumstances approved by the appropriate Building Principal all requests for day field trips must be submitted to the appropriate Building Principal at least 15 days prior to the trip date.

Overnight Field Trips

Prior to making any commitments or arrangements, requests for overnight trips should be made at least 60 days in advance of the planned event for approval by both the appropriate Building Principal and School Chief.

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 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.

Out of Country Trips

Any request for trips to foreign countries must be approved by the Building Principal and submitted to the appropriate School Chief at least 180 days before the trip. Upon approval of the School Chief, the request shall be submitted to the Superintendent and, upon his/her approval, to the Board of Education for final approval at least 120 days before the trip.

No planning, discussion, or announcements, except those required in the approval process, concerning a proposed foreign trip shall occur within the school or during the normal school day prior to approval of the trip by the Board of Education. This restriction shall not apply to one-day trips to Canada approved by the appropriate School Chief.

Foreign Travel Related to Academic Studies

The Board of Education approves actions by the Administration to permit foreign travel by students and staff in support of academic studies that are supplemental to the curriculum offered at the District.

Medications

The District shall accommodate the needs of students who must take medications during a field trip. Depending on the student's needs and abilities to administer and carry their own medications, District staff or other appropriate adults (e.g., the voluntary participation of the student's parents/guardians or a designee appointed by them) may need to be available during the trip for assistance. Regulation 5420-R, Student Health Services Regulation, outlines the requirements and responsibilities for these scenarios. If no District staff or other appropriate adult is available, and if the medication schedule cannot be adjusted by the student's prescriber, the student may not participate in the trip.

To the extent Superintendent's Regulation 4400-R may be inconsistent with this Policy, it will be revised accordingly.

Cross-ref: Student Health Services policy (5420) and regulation (5420-R)

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e
Guidelines for Medication Management in Schools (Sept. 2015).
<http://www.p12.nysed.gov/ss/documents/MedicationManagement-final2015.pdf>

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