

( ) Required  
 ( X ) Local  
 ( ) Notice

### FIELD TRIPS

The Board recognizes the desirability of providing off-campus experiences which will enhance the educational program of the BOCES. Provisions for field trips in support of instruction may be included in appropriate division budgets. Field trip participants should conduct themselves in a manner that reflects positively upon the BOCES and which is in accord with the student code of conduct.

Approval of requests for field trips within budgetary provisions may be given by the appropriate Division Director, upon the recommendation of the appropriate Principal or supervisor. Approval of requests for field trips for which budgetary provision has not been made shall be the prerogative of the BOCES Board, upon the recommendation of the District Superintendent. Requests for approval for day field trips must be received in advance.

Trips in excess of one day and those also involving overnight travel, must be approved by the BOCES Board, upon the recommendation of the appropriate Division Director and District Superintendent. Such approval must be received two weeks prior to making any commitments or final arrangements.

To ensure that parents are properly advised, a consent form signed by the child's parent or legal guardian shall be obtained for every student prior to participating in the activity. Such consent forms shall be maintained in the appropriate Division office.

In instances where the cost of overnight trips are borne by private individuals, any costs incurred by the cancellation of such trip shall likewise be the sole responsibility of those private individuals. The cost for insurance coverage to protect the participants in the event of a trip that must be canceled must be similarly borne by the private, sponsoring group or by parents/guardians. Further, parents/guardians must be informed that it is their responsibility to obtain medical insurance for such trips.

The BOCES shall not be liable for any unauthorized field trip activities.

#### Transportation

Student transportation for all field trips shall be provided for through the use of school buses, vans or licensed public carriers meeting all applicable State regulations.

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.

Ref: Education Law §§1950(19)

Adoption date: February 11, 2010