

## FIELD TRIPS AND EXCURSIONS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of district schools, field trips must be authorized by the building Principal. Student trips of significant educational and recreational value which are a part of the established program are free of cost to students.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and Building Principals will be expected to consider the following factors in selection of field trips:

- a. value of the activity to the particular class group(s);
- b. relationship of the field trip activity to a particular aspect of classroom instruction;
- c. suitability of the activity and distance traveled in terms of the age level;
- d. mode and availability of transportation; and
- e. cost.

Each student must secure the permission of his/her parent or guardian before participating in such activity. All students will ride on school-provided, supervised transportation to and from an activity. At no time should students be allowed to drive their own cars to transport other students.

If faculty use their own cars as the means of transportation for athletic events, field trips, etc., they should be aware that their personal car insurance protection will be used first in case of accident or injury. School-owned and private transportation for trips must be arranged in advance, through the office, and on the form provided. When utilizing parents as drivers, staff must supply names of those individuals providing such transportation

Trips in excess of one day involving overnight travel or in excess of a 150 mile radius from the schools will require prior Board approval. Staff must supply names and telephone numbers of all participants in such events in case of emergency. Requests for overnight trips should be made at least two months in advance of the planned event.

### 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.

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e

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