

**SUBJECT: FIELD TRIPS**

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program or approved co-curricular or athletic activities of the schools.

A field trip shall be defined as any journey by a group of students away from the school premises. The purpose of a field trip must be to afford a first-hand educational experience not available in the classroom that is an integral part of an approved course of study or a fundamental component of experiences included in an approved co-curricular activity. Field trips must be under the supervision of a school district teacher, advisor, or coach. Athletic and other competitive events may be considered school sponsored field trips where approval of the athletic director and principal are obtained and transportation is approved by the District Office.

Field trips are included as a part of the curriculum of the schools, and student conduct and attendance on field trips will be governed by the same rules that govern regular classroom activities. The supervisor of the trip shall obtain written parental/guardian permission for students going on school-sponsored field trips. Specific approval for a field trip must be obtained from the Board of Education when the field trip proposal involves one of the following: excessive mileage (as determined by the School Business Administrator), the trip exceeds one day, or the proposed trip is outside of New York State.

The Superintendent or designee shall prepare procedures for the operation of a field trip activity. Field trip support shall be determined annually by the Board of Education during its budget deliberations. Regardless of the sources for fiscal support of field trips, the rules of the School District for approval and conduct of such trips shall apply. The Superintendent of Schools or his/her designee may cancel previously approved field trips due to extenuating circumstances.

Field trips are encouraged and supported by the Board of Education as finances allow. All students should have access to the opportunity to participate in field trips subject to the following requirements related to the implementation of the above policy:

- Proposals for field trips shall be submitted to the principal by trip sponsors far enough in advance to permit an evaluation of trip components. Requests for field trips must include: a description of the educational purpose; proposed participants; the amount of time students will miss from the regular educational process; estimated costs, and proposed financing (including any fund raising, in accordance with district policy for fund-raising);
- All student participants shall have written parental approval to participate in a field trip and the advisor shall provide that documentation to the building administrator prior to the trip. A list of student participants must also be provided in advance to all staff who will be affected by student absences for the field trip;
- Field trips must be chaperoned by a sufficient number of school approved personnel to permit the supervision of students to insure their safety and participation in activities scheduled as part of the field trip. All chaperones are expected to be involved in the continuous supervision of students throughout the duration of the trip. Field trip participation must be non-profit for the supervisor, chaperones, or the sponsoring organization.
- Unless otherwise approved by the principal, field trips shall be scheduled during the regular school day, starting from and returning to the school (See Policy #8461 for overnight trips.);

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- Field trip transportation shall be by approved school vehicles or by a means approved administrative procedures.
- The person responsible for organizing the field trip shall have sent to the Business Office, no earlier than one week prior to and no later than 24 hours prior to the actual departure date and time the following from any commercial transportation source that is not owned and operated by the Tully Central School District:
  - License abstract of the driver(s) for the transportation
  - Most recent Department of Transportation inspection report on the vehicle(s) to be used for the transportation

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5730 -- Transportation of Students  
#7310 -- School Conduct and Discipline  
#8641 -- Overnight Field Trips  
*District Code of Conduct on School Property*