The BOCES recognizes that field trips are an important part of the instructional program provided to students. A field trip is any planned activity or event away from the school premises, including student competitions. The purpose of a field trip must be educational. The educational quality of a field trip may be directly related to the curriculum or it may also help promote the social and emotional growth of the student. A curriculum match should be sought for each field trip. Teachers and administrators in a particular region must coordinate field trips between and among the levels so that duplication and redundancy are avoided.

The Teacher(s) seeking permission to take students on a field trip must conduct extensive planning for each field trip. Extensive planning includes, but is not limited to, recognition of budgetary constraints, transportation needs, adult supervision and parent involvement. The Planning Teacher must consider the maturity, age, and ability level of the students when planning the content, location and duration of a field trip.

Students in BOCES programs located in component host school districts and the staff assigned to such classes shall be afforded the full advantage of participation in local district field trips. When BOCES staff and students participate in field trips under the direction of host school districts, they will comply with all field trip procedures and guidelines established by the host district.

All students should be allowed to participate in field trips planned for their class. If a teacher has a concern about a student participating, these concerns should be brought to the program supervisor for a final decision. A teacher is expected to provide an appropriate assignment for students who do not participate in a field trip. If the field trip requires the student to contribute to the expense of the trip and the teacher believes this may prevent the student from participating in the activity, he or she should discuss this with his or her supervisor.

All walking field trips require prior administrative approval, prior parent/guardian signed consent and parent/guardian notification prior to date of trip.

**Transportation**

When the district provides transportation to students on a school-sponsored field trip 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 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 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.

Teachers planning a field trip must adhere to the following procedures and guidelines:

1. Appropriate approval must be obtained at least 2 weeks prior to field trip.
2. Field Trip Request Forms shall be filled out completely and accurately. The Field Trip Request Form for each planning field trip shall include the following information:
   a. The Planning Teacher’s name, school, program and level;
   b. The date(s) and destination of the field trip;
   c. A description of the educational purpose of the field trip;
   d. The type of transportation requested;
   e. The number of students, staff and chaperones;
   f. The name and contact information for the staff and chaperones planning to attend the field trip, along with any request for additional compensation for staff;
   g. A complete itinerary, which shall include, in detail, all locations and times for departures and arrivals, including meal stops. The itinerary shall include all transportation scheduling, including carrier, flight or train information. Once approved, teacher/chaperones may not deviate from the itinerary.

3. The field trip should be designed with a definite educational objective in mind. As part of that goal, appropriate instruction shall precede and follow each trip.

4. Each year teachers should submit their preliminary tentative plans for field trips to their immediate supervisor by October 15th.

5. Day trips for students should be within one hour one way. Students should be returned to school in time to make connections to return to their home school.

6. Sufficient supervision must be provided during the field trip. As part of his/her extensive planning the Planning Teacher(s) shall consider the maturity, age, and ability level of the students in order to determine the minimum number of adults necessary to provide adequate supervision. Receive administrative approval if additional chaperones are needed. Ensure that all chaperones are aware of their duties and responsibilities.

7. Obtain a permission signed by a parent/legal guardian from each student participating in the field trip and submit them to the supervisor office. Assure current emergency medical information prior to field trip.

8. In the event a signed consent and emergency medical form is not received from a parent or legal guardian in a timely manner, the Planning Teacher shall make a reasonable effort to contact said parent/legal guardian in order to obtain a signed authorization form. As part of his/her reasonable effort the Planning Teacher should attempt to contact the parent/legal guardian at least three times, by means, including, but not limited to, telephone, correspondence or meeting in person. The Planning Teacher should keep a log of his/her efforts, including the outcome of each attempt.

9. Secure and carry any pertinent student emergency medical information provided by the student and/or parents/guardians. Follow established guidelines regarding student medications.

10. Ensure that the administration knows the itinerary of the field trip.

11. Prior to any field trip the planning teacher must have approved requisitions to cover any expenses incurred and submits receipts attached to the “Serves as an Invoice” form.
12. Ensure that all staff and chaperones are committed to attending the field trip. In the event a scheduled staff member or chaperone is subsequently unable to attend, the Planning Teacher must obtain another staff member or chaperone as a replacement.

13. Students in BOCES programs located in component host school districts and the staff assigned to such classes shall be afforded the full advantage of participation in local district field trips. When BOCES staff and students participate in field trips under the direction of host school districts, they will comply with all field trip procedures and guidelines established by the host district.

**Extended Day Trips**

Requests for extended day trips must be **submitted to the supervisor at least (8) eight weeks** in advance to allow for scheduling and approval by the Director, District Superintendent and the St. Lawrence-Lewis BOCES Board of Education.

**Administrative Procedures**

1. The Planning Teacher’s Supervisor shall review each Field Trip Request Form submitted for approval.

2. The Supervisor shall notify the Planning Teacher in writing that the field trip is approved or denied. If the field trip is denied or the request deficient in some manner, the Supervisor should explain the reason(s) for the denial or the nature of the deficiency to the Planning Teacher.

3. The Supervisor, or his/her designee, shall contact the Planning Teacher listed on the Field Trip Request Form, if any, in order to confirm their participation on the field trip.

4. The Planning Teacher should have a means of communicating with the BOCES and/or emergency personnel during each field trip.