

SUBJECT: FIELD TRIPS

The Board of Education recognizes that field trips enhance the educational program of the schools. For purposes of this policy, a field trip shall be one of the following:

- (1) Study Trip. A Study Trip is an extension of the school curriculum, is designed to meet instructional objectives, or may be considered as part of a student's grade.
- (2) Athletic Trip. An Athletic Trip involves necessary travel for individual or team participation in an Elmira City School District sanctioned athletic intramural or extramural event.

Any out-of-country trip or school break (e.g., winter, spring, summer) trip, even if organized or chaperoned by individual District employees, is not a District-sanctioned field trip. Such trips are wholly private in origin and any District employee participating in organizing or conducting such a trip is acting in his/her individual, private capacity and not as a District employee. The District assumes no responsibility for any such trips.

The District shall obtain written permission from the parent or person in parental relation for each student participating in a field trip.

A Study Trip is part of the curriculum of the school and attendance on a Study Trip shall be governed by the same rules as attendance at regular classroom activities. Principals shall ensure that no student is denied participation on a Study Trip because of the expense of such trip.

No Study Trip may involve one-way travel beyond sixty (60) miles from the District Administration offices, measured in a straight line. No Study Trip may involve more than one night's stay in any location. No Study Trip may travel by air.

Any proposed Study Trip that would exceed the limits set forth above must be submitted for Board approval at least forty-five days prior to the start of the trip. (The forty-five-day limit may be waived by the Board for good cause shown.)

Athletic Trips may exceed the Study Trip limits if such trips are included (with trip details) on an athletic schedule approved by the Board.

Transportation for any field trip shall be in accordance with District Policy 5730, now in effect or as it might be amended from time to time.

The Superintendent shall prepare regulations and written procedures which at a minimum shall contain written supervision and emergency response plans for the operation of a field trip. The Board of Education annually during its budget deliberations shall determine financial support for field trips. Regardless of any District financial support for field trips, the District's regulations, procedures, and rules for approval and conduct of each field trip shall apply.

Adoption: 1/12/99

Revised: 5/15/01, 7/28/04, 2/7/07, 2/6/08, 3/6/13, 11/18/2015