

## Instruction

**SUBJECT: FIELD TRIPS**

The Board of Cooperative Educational Services, recognizing the inherent value of properly organized and conducted field trips to the educational process, endorses the use of these learning experiences to the degree which financial resources permit. Prior approval of the District Superintendent or designee will be secured in advance of the intended date of the field trip. Regardless of the fiscal support for field trips, the rules of the BOCES for conduct of such trips will apply.

For purposes of this policy, a field trip will be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the schools, and student conduct and attendance on field trips are governed by the same rules that govern regular classroom activities. BOCES will obtain written parental/guardian permission for students going on school-sponsored field trips.

Overnight field trips require approval at least two weeks in advance, thus allowing for sufficient time to communicate with parents, school officials and relevant contact organizations. Appropriate BOCES approved transportation will be provided, as well as proper adult supervision, maintenance of health and safety conditions, and appropriate insurance coverage of student and adult participants.

Field trip parental permission slips must be completed and sent home with each participating student. A signed permission slip from the parent/legal guardian must be received before the student may participate in the trip.

**Transportation**

Transportation may be provided for field trips that enhance or enrich the educational program. Arrangements will be made in accordance with administrative procedures.

NOTE: Refer also to Policies #3410 -- Code of Conduct  
#5720 -- Transportation of Students  
BOCES *Code of Conduct*

Adoption Date: 12/12/24