

## **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 shall be secured in advance of the intended date of the field trip.

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 shall 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 shall be made in accordance with administrative procedures.

Adopted: 7/10/02