

FIELD TRIPS AND EXCURSIONS

The Board of Education believes that field trips can add to the learning experiences of students. Therefore, field trips are encouraged and may be permitted with the approval of the Superintendent of Schools or his/her designee.

A field trip is defined as an educational experience which takes place at a site other than Saranac Central School District owned buildings. Students will have equal opportunity to participate in field trips.

Some field trips have both curriculum-based components and recreational components. While the District may approve a field trip which is supported by private funding of all aspects of a field trip, the District also is required to deliver curriculum based aspects of field trips. In all respects, the funding of field trips is permissive, not required. Field trips are not required in order to meet the curriculum requirements of the District. The District recognizes that teaching curriculum is its core mission. The District may choose to deliver some curriculum through a field trip for those students who wish to participate, as long as the same curriculum is being provided to students who do not participate.

Criteria for Field Trips:

1. The field trip must serve a worthwhile educational objective related to a unit of instruction or a recognized extracurricular activity in which the participating students are presently involved.
2. The District staff may not receive financial or other forms of benefits from the field trip.
3. A signed permission slip from the parent/guardian of each student must be obtained before the trip begins.
4. The District may provide transportation, unless to do so would negatively impact the regular transportation schedule of the District. If a commercial carrier is used, it must meet appropriate Department of Transportation and Division of Motor Vehicles regulations.
5. If the expense of a field trip limits opportunities for students' participation, student fundraising activities may be organized to defray expenses. Any field trip may be canceled by the District if such fundraising activities do not provide the funds required to allow student's participation.
6. No student shall be denied access to the curriculum elements provided by a field trip.
7. No student shall be denied access to a field trip due to disability. In some cases a parent may be asked to accompany the child, but his/her inability to do so will not prohibit the child's participation.
8. The building principal is charged with ensuring that adequate supervision is provided.

9. Field trips are to be sponsored by the School District or an officially recognized school organization. On occasion, the School District may cosponsor field trips with other governmental units or private, nonprofit organizations. Such field trips are to comply with the District's field trip policy and are to receive prior approval from the Superintendent or his/her designee.
10. At all times during any field trip, students, District employees and chaperones are subject to the District Code of Conduct, and may be subject to discipline for any misconduct, to the same degree as if such conduct took place on District property.

The Superintendent or designee may cancel previously approved field trips due to extenuating circumstances.

Overnight Trips:

Overnight trips must be approved by the advisor or coach involved with the activity, and approved by the principal and Superintendent of Schools. In arriving at the decision, the following criteria will be used:

- A. Overnight trips may be approved when the distances involved are so extensive that to return from the activity on the same day would be impossible and/or unsafe.
- B. Overnight trips may be approved when weather conditions are such that same day return would endanger the students and the staff members.
- C. Overnight trips may be approved when the schedule of activities on 2 consecutive days is such that to return to the District after the first day would pose undue hardship.
- D. Overnight trips may be approved when the educational purpose to be served by such trips is, in the judgment of the principal, worth the normal disadvantages associated with such trips.
- E. Overnight trips will not be approved when they impair the ability of the student involved to benefit from the normal educational process.
- F. Overnight trips will not be approved if funds are not available for them.

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e

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