

Monroe 2-Orleans BOCES Policy
Series 7000 – Instruction
Policy #7310 – FIELD TRIPS

The BOCES, 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.

Overnight trips, out-of-state trips, and trips involving special circumstances require the District Superintendent/designee's approval at least two weeks in advance. Appropriate transportation shall be provided, as well as adult supervision, and insurance coverage of student and adult participants.

The District Superintendent/designee is authorized to cancel a trip and/or withdraw approval in extenuating circumstances, or in response to Federal Bureau of Investigation, United States Department of State, or any local, state, or federal government agency warning against or prohibiting travel. BOCES is not liable for any cost or expense incurred by an individual student, parent/legal guardian, teacher, staff, or others due to the withdrawal or cancellation of the trip.

Field trip parent/legal guardian permission slips must be completed for all field trips (school day and overnight), 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. Participation will be excused where the parent/legal guardian has concerns, and the student will not be penalized for nonparticipation on the field trip and alternative work will be provided in school.

The BOCES employee responsible for the field trip must enter the trip in advance, into the on-line field trip request system. The on-line trip request must proceed completely through the approval path before final approval and a decision is granted or denied.

The Code of Conduct applies at all times on all field trips.

Transportation

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

Center for Workforce Development

Adult learners who visit a worksite location as part of the curriculum will sign a waiver of liability form prior to the visit.

Adopted: 2/26/2003
Revised: 6/16/2010
Revised: 10/17/2012
Reviewed: 10/21/2015
Revised: 11/16/2016
Revised: 9/19/2018
Revised: 3/20/2019
Revised: 9/15/2021
Revised: 9/18/2024