

FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system.

The District must determine whether the particular field trip is an optional activity or a required part of the curriculum. If field trips are to be eligible for BOE approval and funding, the Superintendent or his/her designee must first determine whether the field trip is an optional activity or a required part of the curriculum. If it is the former, the District cannot cover the cost of the trip. Students may fundraise or otherwise contribute to cover a portion of the costs associated with the trip. If it is the latter, the district will cover all of the costs associated with the trip.

A field trip is an optional activity where attendance is encouraged but not compelled; where a student's grade is not dependent on trip attendance; and where a parallel assignment is offered to those students who do not attend the trip.

No student shall be taken on a school district sponsored trip without prior written permission of the student's parent or guardian. Alternate assignments will be provided for those students unable to attend field trips. Trips away from district property must be authorized in writing. Trips completed during a single day must be authorized by the building principal. Overnight trips must be authorized by the Superintendent of Schools.

No district employee may use school facilities or resources for the planning and/or arranging of private trips involving students or employees of the district. Employees who become involved in private trips assume sole responsibility for the activity and must disclose verbally and in writing to potential clients, that the trip is private and has no affiliation with the MCSD.

Students are subject to the School District's **CODE OF CONDUCT**, including disciplinary action pursuant to Education Law §3214, for misbehavior during "any" field trip or excursion.

Adoption date: June 12, 2001

Revised: July 8, 2008