



## CITY SCHOOL DISTRICT OF ALBANY POLICY FIELD TRIPS AND EXCURSIONS

### 1) **Statement of Support**

The City School District of Albany Board of Education believes that educational field trips and excursions can be valuable school activities. The board therefore supports and encourages their use within the total educational program.

### 2) **Definition**

For purposes of this policy, a "field trip" is defined as a trip (a) away from the school site, under the supervision of a teacher or other authorized district representative, that allows students to gather firsthand information that is relevant to their course work and program of study, and (b) which occurs when school is in session. An "excursion" is defined as a trip away from the school site during non-school time under the supervision of a least one teacher and, if needed, other chaperones.

### 3) **Criteria for Approval of Field Trips and Excursions**

The superintendent of schools may authorize educational field trips or excursions, but only if such trips or excursions meet **all** of the following criteria:

- A) The field trip or excursion must be part of the program of study for those involved, and must be sponsored by the district.
- B) Field trips or excursions must operate in such a manner as to ensure that such enterprises cause no interruption in the educational program for other students in the building(s) involved.
- C) School bus transportation for field trips or excursions during the school day may be authorized by the school principal (in accordance with school district policy and procedures).
- D) No field trip or excursion shall operate in a manner that affords district employees monetary gain. Any fees, reimbursements, or other consideration of any kind provided to advisors, teachers, or faculty will be disclosed in the request to the Board of Education for excursions or trips.
- E) Written permission from each student's parent or legal guardian is required for a student to participate on a field trip or excursion.

F) **Trips taken During Vacation Periods, Overnight Trips and Out of State and Out of Country Trips**

The Board of Education must grant prior approval for trips or excursions during a school vacation and all other overnight trips. Any fees, reimbursements, or other consideration provided to advisors, teachers, or faculty will be disclosed in the request to the Board of Education for excursions or trips.

- H) Students who engage in misconduct on field trips or excursions may be returned to the district prior to the scheduled end of the trip. Such early returning students will be accompanied by a chaperone or, if the parent requests, may return alone. In such case, the student and chaperone costs associated with such early return shall be paid by the student's parent or legal guardian.

A school trip planned to take place during a school vacation shall not be scheduled so as to conflict in any manner with the school calendar.

4) **Regulations**

The superintendent of schools is hereby authorized to develop and implement administrative regulations pertaining to field trips and excursions.