

POLICY

SUBJECT: Field Trips

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip occurs when students leave school grounds under the supervision of district staff for an educational purpose. It is a student trip for the purpose of curriculum-related study (part of the classroom educational experience), interscholastic athletics outside of sectional play, co-curricular activities, or activities related to a school-sponsored club. A field trip is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. A field trip must be reasonable in terms of time, distance, and cost.

Field trips are considered part of the curriculum of the schools and attendance on field trips is governed by the same rules as attendance at regular classroom activities. The District shall obtain written permission for students going on school-sponsored field trips.

As field trips take place off school premises, transportation is normally needed. To minimize expense, transportation should be provided by school district vehicles whenever feasible.

Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the District for approval and conduct of such trips shall apply. All overnight field trip requests must be submitted to the Board for approval at least 30 days prior to the scheduled date of the field trip. Other field trip requests will be approved by the building principal. Approval will be based upon consideration of the following criteria:

- a) The objectives of the trip are specifically related to the curriculum, co-curricular experiences, or interscholastic events.
- b) The total ongoing school program will not be adversely affected by participation of staff and students participating in the field trip.
- c) The planning of the trip provides for the safety and access of students.
- d) Appropriate educational experiences will be provided for those eligible students who do not participate in curriculum-related field trips scheduled on school days.
- e) The proposed program is feasible within the time allotted.
- f) The financial impact including impact on school community and family resources will be considered. No student shall be excluded from a field trip for financial reasons.
- g) The planning of the field trip provides for appropriate student supervision.

The Superintendent will develop appropriate procedures pursuant to this policy.

Adopted: 08/07/95

Revised: 10/20/08