

Field Trips, Excursions, and Outdoor Education

1. The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.
2. Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.
3. The staff member shall be responsible for preparing the students for the purposes and expectations for the field trip. Post-trip activities, such as written assignments, oral presentations, or quizzes, shall be used to help integrate the lessons of the trip into the regular classroom instruction.
4. Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness.
5. Because field trips provide an educational opportunity in the total education of students and may provide motivational links to school success, we expect students to meet the standards that represent our school. To that end, disciplinary actions, attendance and academics will be reviewed for all students invited to participate to determine approval to participate in trips.
6. Field trips which take students out of the State or keep the students out of the District overnight must be approved in advance by the Board. Building principals have the authority to approve all other field trips.
7. No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.
8. Transportation costs for school related field trips shall be borne by the district. The following procedures apply:
 - a. The staff member must submit a field trip request to the building principal at least two weeks ahead of the planned trip.

- b. The staff member is responsible for contacting the site to make all necessary arrangements.
- c. The staff member will be responsible for securing additional adult supervisors for the trip. There must be at least one supervisor per ten students. The names of the supervisors must be submitted to the principal for approval before the trip.
- d. Private vehicles shall not be used for any school sponsored field trip; only school vehicles will be allowed. The building principal will notify the transportation supervisor of the planned trip not less than one week prior to the trip.
- e. Each student participating in a field trip must first return a permission slip signed by his or her parent or guardian. Parents shall be notified of the nature of the trip, destination, duration, special clothing or other materials needed, and other such information when the permission slips are sent out.
- f. Parents shall be advised of the limits of the District's liability and insurance in the request for permission. It is recommended that students be encouraged to purchase or have available their own accident insurance for such occasions.
- g. Students who elect not to participate in a field trip, or whose parents request that they not participate, shall attend school during the time of the trip and shall be given alternative assignments relative to the subject matter covered in the planned trip.
- h. When an overnight trip is requested, a complete itinerary, including the purpose of the trip, all dates, lodging arrangements, District costs, and planned supervision, must be submitted to the Superintendent at least one week prior to the regular Board meeting preceding the planned trip.
- i. Pleasure trips or other non-curriculum related trips shall be approved only by the Superintendent, except that overnight or out-of-State trips shall also be approved by the Board. Such trips shall be for special occasions only. Students may be asked to pay all expenses, including transportation costs, for such optional trips.

Policy History:

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