

## FIELD TRIPS

### Eligible Participants

In most cases, an entire class will take part in a field trip that makes a unique contribution to the accomplishment of specific grade level indicators of the content standards that can best be accomplished at a location away from school. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate only for a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide instructional benefit for the student.

In all cases, when only part of a class goes on a field trip, the administration will ensure: 1) satisfactory arrangements for the instruction of those staying in school and 2) adequate transportation and supervision for those who are going on the trip.

### Types of Field Trips based on Distance and Duration

1. A **Day Field Trip** begins and is completed during regular school hours. These are trips which take place within the community or to places near enough (travel time by bus should not exceed one hour each way) so that the trip can be accomplished so that students return before school dismissal time.

Permission for day field trips must be secured from the Superintendent. Forms for permission must be submitted to the superintendent at least thirty (30) days prior to the field trip.

2. An **Extended Day Field Trip** begins and/or ends outside regular school hours. These trips take place at a distance that requires parents to transport students to and/or from school either before school begins or after the dismissal time.

Permission for extended day field trips must be secured from the Superintendent and/or the Board of Education. Forms for permission must be submitted to the superintendent at least thirty (30) days prior to the field trip and within a time frame that allows for board approval at a regularly scheduled board meeting.

3. An **Overnight Field Trip** requires overnight lodging away from the student's home. These field trips include trips within the state involving more than one day's time while school is in session and trips of several days duration when school is not in session (e.g. a trip to Washington DC).

Overnight field trips out of state while school is in session will not normally be approved; however, the board will consider special requests for such trips when they are necessary to a curricular or co-curricular purpose, well-planned, adequately chaperoned, and satisfactorily financed.

Permission for overnight field trips must be secured from the Superintendent and approved by the Board of Education. Forms for permission must be submitted to the superintendent at least thirty (30) days prior to the field trip and within a time frame that allows for board approval at a regularly scheduled board meeting.

### Parental Permission

Written permission from parents must be obtained prior to any student's participation in a school-sponsored field trip.

Expenses

Field trips which are part of the instructional program and do not involve overnight stays may be paid for by the District upon the recommendation of the Superintendent.

Field trips which are part of the school's extracurricular activities (such as sports spectator trips, band trips, etc.) and/or trips which involve overnight stays, will usually involve some expense to the participating student. Care will be taken by the administration to ensure that such trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives will be allowed under the Board's policies governing student gifts and solicitations and student fund-raising activities. In no case will a student be prevented from participating in a field trip solely because of inability to pay.

Regulations Governing Field Trips

It is the responsibility of the Superintendent to set district-wide regulations for field trips and each building principal will set rules for his school which comply with Board policy and District regulations.

[Adoption date: August 6, 1991]

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