
STUDENTS – FIELD TRIPS

Adoption Date: July 1978

Revised February 1982; Revised May 28, 1996;

Revised May 8, 2001, Revised February 12, 2013; Revised November 14, 2017; Revised October 9, 2018

Legal Ref: I.C. § 20-27-9-3; I.C. § 20-26-2-1.5

Cross Ref:

Westfield Washington Schools (WWS) supports field experiences that facilitate goals and objectives of an approved curriculum, represent a unique educational opportunity, and cannot reasonably occur outside the normal school day subject to the following guidelines. Field trips may be unrelated to curriculum, but have an educational purpose providing life experiences that promote student socialization and/or acquisition of relevant knowledge or information that can be deemed educationally viable. In supporting field experiences, the WWS recognizes financial limitations placed on parents, the impact of deprivation or hardship on students, and the obligation of WWS to make common experiences available to all students.

Field trips may be an extension of the classroom which provide learning experiences that supplement curriculum. These co-curricular trips consist of off campus or other group activities, where students pursue outside information and experiences that complement or support classroom instruction. Students who participate in an approved field trip are under the direct supervision of a teacher or administrator.

All Field Trips

If a field trip is taken during all or part of an instructional day, it must meet all of the following criteria. Field trips can be counted as instructional time, providing such trips meet the criteria set forth below. Instructional time is defined as “time in which students are participating in an approved course, curriculum or educationally related activity under the direction of a teacher.”

1. It shall be consistent with and promote the educational philosophy and goals WWS;
2. It shall facilitate the attainment of specific educational objectives;
3. It shall be part of the goals and objectives of an approved course of curriculum;
4. It represents a unique educational opportunity;
5. It shall be approved in writing by the Superintendent or his or her designee; and
6. It cannot reasonably occur without interrupting the school day.

Field trips shall have appropriate supervision while on the trip. Field trips shall not use private automobiles for transportation unless previously approved by the Superintendent or his or her designee. Further, WWS employees shall not transport students in personal vehicles unless previously approved by the Superintendent or his or her designee.

No student may participate in any field trip without the prior written permission of a parent or guardian. Students may be charged a reasonable cost for trips, but no student will be prevented from participating in trips solely because of a genuine inability to pay such costs, nor shall nonparticipation be penalized academically. During the trip, all applicable WWS policies apply; students shall be subject to applicable codes of student conduct, chaperones/volunteers shall be applicable WWS policies, and employees shall be subject to applicable codes of conduct. If the student must leave the trip early for any reason, including but not limited to a violation of WWS policy or code of student conduct, the parent or guardian shall be required to assume financial responsibility for any additional costs. A staff member shall not change a planned itinerary while the trip is in progress, except where necessary for the health, safety, or welfare of the students in his or her charge.

Overnight and Out of State Field Trips

1. All overnight and out of state field trips must be approved by the Superintendent or his or her designee. These field trips will only be considered in instances of sufficient educational importance to justify the expenses, safety considerations, and time involved. The age of students will be a major consideration in approval of overnight or out of state field trips.
2. A criminal history check will be required for adult chaperones who are not employees of the school corporation on overnight field trips.

Use of School Buses

Pursuant to Indiana law, school buses may be used if:

- a. The field trip originates from a place within the geographical limits of WWS; and
- b. The field trip does not involve more than two hundred (200) miles of travel out of state one-way.