

**Field Trips and Community Service**

The Board encourages and sanctions student trips or other out-of school activities including participation in interscholastic events and community civic projects which are of value in helping achieve each participating student's education objectives. The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. Each such student shall be given guidance in setting up educationally sound variations in the school program to enable the student to participate and shall be counseled as to the obligations in fulfilling them. The administration may place restrictions upon a student's participation when in the staff's judgment his/her welfare requires it.

Transportation for trips of significant educational value in the sense indicated above may be free of cost to students only when district owned or leased or contracted vehicles are used. Transportation for trips of significant recreational value may be provided for a fee set by the Superintendent to recover costs.

Appropriate instruction shall precede and follow each field trip or community service activity. Field trips and community service activities shall be considered as instruction and planned as such with definite objectives determined in advance. All field trips shall begin and end at the school. Field trips and community service activities requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.

Written approval of parent/guardian is required for participation of pupils in community service activities and for field trips that extend beyond the boundaries of the school district. Subject to Board approval, bus transportation shall be provided for band or other groups of pupils to participate in activities in communities outside the school district. Field trips outside school hours may be scheduled but shall be approved in advance by the Board. Pupils must have written approval of parents.

For a community service activity or field trip requiring school bus service, the teacher should make the request in writing to the principal at least ten days prior to the date desired. Whenever practical an alternate date should also be listed. The purpose of the trip or activity and its relation to the course of study must be stated. The principal shall approve or disapprove the request and notify the teacher (if not approved, the reason should be stated). If approval is given, the principal shall forward a request for school bus service to the transportation director in advance of date requested.

The bus driver shall see that all rules and regulations are enforced in the use of school buses for field trips. Certified personnel shall assist him/her in doing so. When a field trip is made to a place of business or industry, the teacher shall insist that an employee of the host company serve as conductor. Teachers or other certified personnel shall accompany pupils on all field trips and shall assume responsibility for their proper conduct. Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a community service activity or field trip.

Revised: July 13, 1998; January 11, 2010