

FIELD TRIPS AND EXCURSIONS

DEFINITION

1. Field Trips and Excursions: For the purpose of this policy, a field trip or an excursion is defined as a principal-approved, teacher-planned learning activity that relates directly to the school's/district's prescribed curriculum and/or overall educational program and which occurs off-school property either during or after the normal student day, week, or year. For purposes of this policy, single-day approved student performances are excluded. Requests for such travel must be approved by the building administrator with prior knowledge of the superintendent or designee.

CRITERIA

1. A field trip or excursion must be directly related to specific State Standards/Grade Level Expectations or Indian River School District instructional objectives where no State Standards exist. As such, field trips or excursions of this type should be required as an integral part of the instructional program.
2. A field trip or excursion should represent a high quality learning experience that cannot be obtained by other instructional means in the school building.
3. In a single grade or class, there should be specific instructional reasons why there would be more than two field trips or excursions in a school year.
4. Motivational or reward field trips must be scheduled outside the school day.
5. Any travel in excess of four (4) hours of ground travel from the school must be approved by the building principal and superintendent, or superintendent's designee.

APPROVAL

1. For trips requiring only building principal approval, teacher(s) shall submit the Field Trip Request form to their building principal at least one (1) month prior to the date of the trip.
2. All field trips or excursions outside the Indian River School District require approval by the Superintendent or designee.
3. All field trips or excursions on a Sunday, and/or overnight require approval by the Board of Education. Such requests must be submitted for Board deliberation at least two (2) months prior to the date of the trip.
 - a. Board of Education approval is required prior to making any reservations, collecting any money, or discussing the trip with students.
4. The monies are not to be paid by students or parents directly to a vendor. All monies are to be deposited into the school's donations accounts from which all bills are to be paid.

5. The building principal is responsible for control of field trips and excursions. Each principal shall establish building procedures for field trip approval. The procedure shall be located in the faculty handbook.
6. School committees should meet to sequence and align field trips and excursions with the curriculum.
7. Class field trips or excursions (entire grade) shall be permitted on the following basis:
 - a. Grades may have a maximum of two (2) field trips or excursions per year. Additional trips shall require the approval of the Superintendent or designee.
 - b. Since field trips and excursions are part of the school program, special arrangements will be made for students with known financial difficulties.
 - c. Instructional field trips or excursions that are held on district property will not count towards one of the two (2) maximum trips allotted per grade.
8. Dates and time of departure, arrival, and return to school should be considered in relation to the rest of the school program.

PARENT PERMISSION/CONSENT

1. Parental completion of the IRSD Field Trip Permission/Release Form & Student Emergency Data Information is required prior to the field trip or excursion. This form outlines any medical needs, emergency contact information, and the student's responsibility regarding personal property.

SUPERVISION

1. Each field trip or excursion will have one sponsoring staff member whose responsibilities will include making appropriate plans for the trip and seeing that all plans are strictly followed. A minimum of one chaperone per ten (10) students will be required, including as many staff members as possible.
2. Students will be under planned supervision and accompanied by a chaperone at all times. Principals will determine who may serve as additional chaperones for field trips. Priority will be given to parents or legal guardians of participating students.
3. A description of duties and expectations shall be given to, reviewed and signed by each chaperone. The teacher will direct students to obey the chaperones. The duties of a chaperone include but are not limited to:
 - a. Keeping the group together and monitoring student behavior;
 - b. Promptly reporting discipline infractions to the teacher;
 - c. Supervising students to ensure their safety and welfare;
 - d. Directing students to the areas for observation or participation;
 - e. Assuring that students adhere to time schedules
 - f. Riding the bus if applicable to and from the destination of the field trip

4. As representatives of the district all field trip participants (staff, students, and chaperones) are required to comply with staff and student codes of conduct.
5. Students who “get together” to take a trip during spring break or following graduation will not be affiliated with their (former) school or the district in any way. No school time is to be used to plan for such a trip. Similarly, no monies are to be collected and/or deposited in any school account for later disbursement. Finally, staff members are discouraged from accompanying any such group of students on the trip unless they are the parent of one or more of the (former) students.

FIELD TRIPS OR EXCURSIONS ON A SUNDAY, AND/OR OVERNIGHT

1. The Request for a Field Trip Form shall be submitted to the Board of Education for deliberations at least two (2) months prior to the date of the trip.
2. A detailed itinerary shall accompany the request form.
3. The field trip or excursion must be related to a specific instructional objective(s), focusing on an instructional unit in progress.
4. If possible, overnight field trips or excursions that extend more than one (1) school day should be scheduled on non-school days (i.e., weekends, holidays, etc.).
5. Instructional programs which have an affiliated student organization such as F.F.A., etc. that provide approved competitive activities at the regional or national level can be approved by the principal and superintendent, or designee if the date(s) of such competitions are not known in time for approval by the Board of Education. Furthermore, students traveling as a result of competition or acceptance of an award must be an actively enrolled student or a recent (within six months) graduate within the district at the time of the trip.

REPORTING OF FREQUENCY OF FIELD TRIPS

1. During a meeting of the Board of Education in July or August each year, the superintendent or designee shall provide a report, by building and/or teacher, as to the number of field trips and designations taken during the previous school year.

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