

# REGULATION

1999

8450R

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Instruction

**SUBJECT: FIELD TRIPS**

## **GENERAL GUIDELINES**

Field trips are authorized only 1) when they are integral to the instructional or co-curricular program; 2) when they are planned to help students achieve specified learning objectives, and 3) when they are approved through the process described below. Field trips should be scheduled so that lost instructional time in other subject areas is minimized, and they must occur entirely within the regular school year.

Single day trips to athletic events will be administered by the Athletic Director and team coaches. Parent authorization for their children to participate in team sports will by design include authorization to travel to “away” games or events, and parents will be apprised of team schedules.

Trips for sanctioned athletic events which last more than one day are considered to be field trips and are subject to the provisions of this regulation regarding field trips of more than one day with the exception of State sectional athletic playoffs which arise on short notice. In such cases, arrangements will be made between the Superintendent and the Athletic Director.

## **APPROVAL PROCESS**

Approval of a proposed field trip is required before any commitment may be made to students, parents, potential sponsors, agencies or vendors. Building administrators are authorized to approve or deny proposed field trips, except that specific Board of Education approval is required for overnight field trips or which require other than budgeted district funds.

To initiate the approval process, teachers/administrators must submit the completed form, Request for Approval of Field Trip (8450F), to their building administrator, who may hold a conference with the teacher to discuss the request. The form shall contain the following information:

1. The intended purpose of the trip including learning objectives
2. Definition of student eligibility pool
3. A roster of the students expected to participate
4. Dates and approximate times of the field trip
5. Modes of travel (If transportation is needed, please complete (8450F.2)
6. Arrangements for lodging and meals
7. Supervision to be provided (including names, addresses, & phone numbers of supervisors)
8. Costs and sources of funding including total cost and cost per student
9. Any special circumstances pertaining to the trip

Upon review, the building administrator will approve or deny the request. Where Board of Education approval is required, the *Request* form will be forwarded to the Superintendent for Board consideration no less than three weeks prior to the date when approval is necessary to finalize plans. Where Board approval is not required, the building administrator will return the form to the teacher. Once a field trip is duly approved, the teacher may proceed to carry it out according to the terms on the Request for Approval of Field Trip form (8450F).

For trips which require extensive advance development, planning, and commitments before all details required for Board approval can be finalized (e.g., music group tours), the teacher and principal will submit to the Superintendent an overview of the proposed trip and a request for preliminary approval (8450F.3) to proceed

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with arrangements. Such approval will indicate the likelihood (though not the assurance) of Board approval of a final request, assuming all District standards for student trips can be met.

## **PARENTAL PERMISSION**

Student participation in field trips is at the option of parents. Parents are to receive full details of field trips for which their permission is required.

1. At the K-4 level, signed parent permission forms must be on file with the building administrator in order for a student to participate in a field trip of a single day or less (8450F.1). Where appropriate, a single form may serve to authorize multiple trips.
2. At all levels, signed parent permission forms must be on file with the building administrator (or designee) in order for a student to participate in a field trip of more than one day's duration.

## **FINANCING**

Per Board Policy 8450: In general, field trips in which students are required and expected to participate as integral parts of their instructional or co-curricular program will be fully funded by the District.

In the event that a field trip is not fully funded through the building budget, the Superintendent and the building principal may authorize alternative means of financing the trip (e.g., fundraising, donations, or other means), provided that such activities are consistent with the fund-raising policies of the Board (3273 and 7450).

In cases where it is necessary to make a financial assessment to the student and family, such assessments must be kept to a minimum, and every effort must be made to assure that no students are prohibited from participating in a trip as a result of their economic circumstances. In determining which students may require financial assistance and in providing it, teachers and building administrators must take all possible steps to avoid embarrassment to the student and his or her family.

Field trips which require other than budgeted district funds must be specifically approved by the Board of Education.

## **SUPERVISION**

Students participating in approved field trips must be adequately supervised by teachers and other qualified adults. Each field trip must include at least one certified teacher. Other qualified adults such as parents or teacher aides may also be used to achieve the recommended 10:1 student/adult supervision ratio.

Supervisors are responsible for conducting the trip and for assuring the safety and appropriate behavior of participants. Supervisors should make it clear to participants that they represent their school and they are expected to do so properly.

Supervisors are also expected to notify the principal as soon as possible of any serious incidents (accidents, injuries, sickness, or other disruptions) that occur during the course of a field trip. In addition, supervisors will, as soon as possible, notify parents of any students who are injured or become ill during a trip. Where appropriate, the principal will report to the Superintendent on any serious incidents that occur during a trip.

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