

## Field Trip Policy

The board encourages field trips when they relate to the Indiana curriculum standards and augment and enrich classroom instruction.

Field trips taken on school time shall be limited to those specifically related to classroom instruction and regularly scheduled curricular or extracurricular activities.

Field trips arranged as a reward for participating in contests, for general cultural betterment, etc. shall be planned in a manner which prevents interference with classroom activities.

All field trips taken during a regular school day must be under direct supervision of a certified educator and/or responsible adult supervisor approved by the principal. Adequate supervision and safety precautions are to be part of the planning process. Insofar as possible, the opportunity for participation should be non-discriminatory economically.

The principal shall approve all field trips.

Whenever possible and practical, the corporation shall provide transportation for field trips taken on school time.

Criteria to be considered in approving or disapproving a field trip request shall include the following:

1. The educational value of the trip,
2. Supervision and safety of students,
3. Parental or building principal's permission,
4. Medical information and parental authorization for administration of medication in accordance with the Corporation's Medication Policy and Procedures J 700 and for medical care in event of illness or injury,
5. Arrangements have advanced approval of the building principal, and
6. That extended field trips (those of overnight duration for more than two nights or which require travel 100 or more miles out of state) have advanced approval of the board and a sponsor of the organization seeking permission to go on the field trip shall come to a board meeting, explain the purpose of the trip and be available to respond to questions. The board shall be given notification in advance of overnight trips for one or two nights.

Board Adopted: June 11, 1979

Revised: February 8, 1988; March 11, 1996; November 11, 2002; August 9, 2010; April 9, 2012