Instruction

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. In-state student travel must have the approval of the Executive Director. Out-of-state student travel must have the approval of the Board of Control.

The Executive Director or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Executive Director or designee may be charged to help defray the transportation costs.

Rules and Regulations (Procedures)

1. Only travel of an educational nature is permitted. Out-of-state travel will be permitted only for students who qualify at the state level for national competition (e.g., SkillsUSA.)
2. Travel requests must be submitted in writing to the Executive Director at least four weeks in advance of the proposed in-state travel and at least eight weeks in advance of the proposed out-of-state travel.
3. Approval/disapproval of in-state travel shall be made by the Executive Director. Approval/disapproval of out-of-state travel shall, upon recommendation of the Executive Director, be made by the Board of Control.
4. The Board of Control may authorize the funding of approved out-of-state travel on the recommendation of the Executive Director. An amount may be budgeted annually to partially offset the cost of both in-state and out-of-state travel. Additionally, and if in the judgment of the Executive Director, it is prudent to do so, the District may assume the cost of in-state transportation if the District bus is used. Funding may also be provided in whole or part through approved fund-raising activities or gifts, grants, etc., from District-affiliated organizations.
5. Appropriate waivers, parent approval forms, and the like must be completed and accompany the request for travel.
6. Adequate adult supervision (at least one responsible adult for every ten students or less) shall be required before the authorization of any travel. The cost of providing supervision shall be a factor in the approval/disapproval process.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs,. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

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