

**Student Trips**

Student trips are permissible when the experiences are part of the school's curricular, co-curricular, extracurricular or athletic program and/or contribute to the District's educational objectives. All student trips must have the Superintendent's or designees' prior approval. Trips of 72 hours or more, requiring 2 or more overnight stays, and/or exceeding a 200 mile radius must be approved by the Board of Education.

The Superintendent or designee shall consider the following factors to determine whether to approve student trips: educational/programmatic value, student safety, parent concerns, heightened security alerts, and liability concerns. All costs related to student trips are fully paid by the participants. These costs include transportation, substitutes, entrance and registration fees, food, lodging, etc. Any trip may be cancelled without notice due to an unforeseen event or condition. All non-participating students shall be provided an alternative experience for field trips.

Student trips are approved educational, co-curricular, extracurricular or athletic experiences that take place outside of the regular classroom and most often involve travel away from school. They may also require absence from one or more periods of class. Additional criteria are defined below:

**Field Trips** will typically begin no earlier than the regular school day and end no later than the regular school dismissal time. Field trips most often require one or more periods of absence from classes on one school day. There are instances where field trips must begin earlier and end later than the regular school day. Field trips do not include overnight stays and are approved by the principal or designee.

**Extended Field Trips** are outside of the school environment and may involve missing no more than one day of school. Extended field trips are limited to a 200 mile radius, require an overnight stay of one or two nights, and are approved by the principal or designee.

**Student Tours** take place outside of the school environment, extend at least 72 hours, require more than two overnight stays and/or travel beyond a 200 mile radius. Student tours may not involve missing more than one day of school and must be approved by the Board of Education prior to finalizing arrangements or communicating with families.

Accompanying administrative regulations outline approval requirements for the student trips. Nothing in this policy shall limit participation in IHSA sanctioned events, subject to the approval of the Superintendent.

Privately arranged trips that are not sponsored by the District or approved by the Board of Education 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.

Adopted: 12/21/81

Revised: 10/20/86, 10/18/93; 2/28/11; 4/3/13; 03/20/23