

**SUBJECT: FIELD TRIPS**

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the schools, and student conduct and attendance on field trips are governed by the same rules that govern regular classroom activities. The School System shall obtain written parental/guardian permission for students going on school-sponsored field trips.

Field trips may be classified by the time that students are removed from the educational setting and the purposes of the trip:

- a) Classroom trips- trips that remove students from school during the school day whose purpose is to extend and enhance the classroom experience for students from the same classroom or learning situation.
- b) School-based trips- trips that remove students from school during the school day whose purpose is to extend the school experience for a group students from multiple classrooms or learning situations.
- c) Other Trips- specially scheduled trips that do not remove students from school during the school day whose purpose is tied to extracurricular activities.

The Superintendent will develop procedures for planning, communicating and facilitating the programming, operations and student supervision of such trips to guarantee student safety, alignment to District goals and curriculum and to maximize the student experience. The Superintendent will review and approve all field trips that begin and end on the same day.

Overnight field trips may be proposed by school employees to provide unique experiences only available to students by travelling to more remote locations. Except in unique situations, all overnight field trips must be submitted to the Superintendent's office for review at least six months prior to the trip's departure. All overnight field trips must be approved by the Board of Education. The Board's approval must be granted prior to the commitment of student or school-district funding or resources. The Board shall annually grant approval for student participation in overnight travel resulting from successful participation in music or athletic contests. In these cases, the Superintendent shall review plans for the trip and notify the Board of those students participating.

(Continued)

## Instruction

**SUBJECT: FIELD TRIPS (Cont'd.)**

Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the School District for approval and conduct of such trips shall apply.

The Superintendent or designee may cancel previously approved field trips due to extenuating circumstances.

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5730 -- Transportation of Students  
#7310 -- School Conduct and Discipline  
District *Code of Conduct*