

ADMINISTRATIVE REGULATION

No. 215

Board of Trustees Douglas County School District

PROGRAM

INSTRUCTIONAL FIELD TRIPS

Principals or designees shall determine whether a proposed instructional field trip has sufficient educational value to justify approval. All instructional field trips shall be directly connected to the curriculum, course objectives, program goals, or other approved instructional activities. In reviewing proposed trips, the principal or designee shall consider instructional purpose, student supervision, safety, accessibility, transportation, cost, length of travel, impact on the school program, and available resources.

Principal or designee shall review and approve all instructional field trip requests before any commitments are made or any trip-related communications are sent to students or families. The Superintendent or designee may establish procedures for advance approval, annual review, documentation, and reporting regarding the number, location, purpose, and cost of instructional field trips. Each school shall ensure that an approved funding plan is in place for the full cost of the trip, including transportation, admission, supervision-related expenses, and any required accommodations.

A school may request voluntary contributions or assess a student charge for an approved instructional field trip only to the extent permitted by law and District procedure; however, no student shall be denied access to the activity due to an inability to pay. The cost may be covered through one or more lawful funding sources, including:

- school discretionary funds
- fund-raising activities
- gifts, grants and donations
- individual student fees

No trips should be sanctioned by the School District or supported by District vehicles that are purely recreational in nature. Senior or graduating-class events that are not instructional in nature, if permitted, shall be governed by the District's separate rules for student activities, supervision, funding, and transportation rather than this regulation.

Students participating in a school-sponsored or school-sanctioned instructional field trip shall be transported only by District-approved transportation methods in accordance with District procedures and risk-management requirements. Private transportation by employees, volunteers, or students shall not be used unless expressly authorized by the Superintendent or designee under a separate approved procedure. Walking trips may be approved by the principal or designee when appropriate to the age of students, distance, route, supervision plan, and safety conditions. Parents or guardians shall receive advance written notice of the

ADMINISTRATIVE REGULATION

No. 215

Board of Trustees Douglas County School District

PROGRAM

walking trip.

Parent/Guardian Notice and Consent.

Except as otherwise provided for routine walking trips or other low-risk local activities under District procedure, a student may participate in an instructional field trip only with advance written parent or guardian consent. Notice shall include the purpose of the trip, destination, date, departure and return times, transportation arrangements, expected student conduct, supervision information, and any anticipated costs.

Supervision, Safety, and Accessibility.

Each instructional field trip shall have a supervision and safety plan appropriate to the age of students, destination, activities, and duration of the trip. The school shall provide appropriate staff supervision, emergency contact information, and any required health, disability-related, or other student accommodations necessary for safe participation.

[See Policy 215 Instructional Field Trips](#)

03/81

Revised: 09/13/11

Revised: 7/16/2026