



Cache County School District

Policy Series 3000: General Board

Policy No. 3500 P1

Student Travel: Field Trips (One Day or Less)

Purpose

Field trips offer students the opportunity to enhance their learning and are a valuable component of their educational experience. Field Trips are district-sponsored travel, lasting one day or less, away from school premises under the supervision of a teacher, and directly related to an approved course of study. Field trips must provide students with learning experiences not available in the classroom.

General Procedures

Approval Before Planning

- 1) Staff must obtain their principal's approval before discussing potential field trips with students or parents.
- 2) Field trip supervision must be provided by a CCSD employee, preferably the sponsoring teacher, advisor, or coach.
- 3) Chaperones must either:
 - a) Be district employees,
 - b) Work under the direct supervision of a district employee, or
 - c) Be approved volunteers who have completed fingerprint/background checks.

Transportation Costs

- 1) Transportation for field trips held during school hours is funded by the school.

Accounting & Payments

- 1) Any donations must align with district donation and fundraising policies.
- 2) All payments must follow district accounting procedures.

Approval in Concept

- 1) Before detailed planning or parent involvement, the teacher must prepare a conceptual description and rationale for the trip.

Trip Planning

- 1) After conceptual approval, the staff member collaborates with the principal to develop a detailed plan, which includes curricular justification, itinerary, supervision, costs, and fundraising (if applicable).

Trip Approval

- 1) Approval must be submitted at least 20 school days before the field trip date.
- 2) The principal, in consultation with the district office, approves all field trips.
- 3) Each school must establish an annual budget allocation for field trips.

Principal Oversight

- 1) The principal authorizes each field trip and oversees the planning process.
- 2) A completed field trip request form must be submitted at least two weeks before the trip.
- 3) Each trip must be curriculum-integrated and coordinated with classroom activities.

Site Arrangements

- 1) The staff member must contact the field trip site to coordinate activities with classroom learning.

Supervision

- 1) Minimum requirements: one adult per ten students.
- 2) The principal and staff member must consider age, student needs, hazards, facilities, and activities when assigning supervisors.
- 3) Principals may appoint a designee to assist with supervision.
- 4) Chaperones shall not bring additional children or guests on the field trip.

Student Accountability

- 1) The teacher/sponsor must ensure all students are accounted for at all times, including on buses and at the field trip site.

Transportation**Elementary Schools**

- 1) Travel requires a district bus (or properly equipped district vehicle) or licensed public carrier.

Secondary Schools

- 1) Travel requires a district bus or licensed public carrier.
- 2) Students may also travel with their own parent/guardian.

Walking Field Trips

- 1) May be approved by the principal if they occur near the school.

Parent Permission

- 1) Parents must receive at least two weeks' advance notice of the trip's purpose and details.
- 2) Students may participate only if they have a signed permission slip from a parent or guardian.
- 3) Each trip will require a separate permission slip.
- 4) Teachers must collect completed forms for every student before departure.
 - a) Staff must carry copies of:
 - b) Permission slips,
 - c) Emergency cards, and
 - d) Parent authorization for emergency medical treatment.
 - e) Existing health care plans.

Emergencies

- 1) In case of an emergency, the supervising staff member must:
 - a) Ensure student safety,
 - b) Notify the principal or supervisor immediately, and
 - c) Assist with prompt parent notification.

Student Participation

- 1) Teachers must make alternative arrangements for students who do not participate in the field trip.
- 2) Cost or health concerns shall not prevent a student from participating in a field trip.
- 3) Failure to notify parents, the administration, the administrative assistant, the health aide, or the lunch manager will not preclude a student from participating. The trip must be rescheduled or canceled. This includes walking field trips.

Fees & Meals

- 1) Fees for extracurricular field trips may be charged, but must be included on the district-approved fee schedule and are subject to fee waiver requirements.
- 2) Meal provisions:
 - a) If travel occurs during meal times, meals must be provided.
 - b) All meals are subject to a fee waiver.

References:

Cache County School District Policy No. 6150

Updated August 27, 2026