

**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. Every attempt must be made to plan field trips at the lowest possible cost to students.

The Superintendent or his or her designee will promulgate regulations concerning frequency, supervision, purpose, approval process and implementation of field trips and other excursions.

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, suitable administrative planning, the distance of the trip, availability of transportation, the cost involved, weather conditions, liability insurance coverage protecting the school district, its officers and employees. In all cases, line of sight supervision shall be provided except during sleep periods on overnight trips. During all sleep periods, students shall be placed no more than four (4) to a room and teachers in teams of two (2) (i.e., a teacher and one other adult chaperone) shall make unannounced room checks. More than four (4) may be allowed if a staff member is also assigned to the room or the teacher's room is located between two dormitory style rooms.

All trips will be subject to review by the Building Principal and submitted on the appropriate district form. All permission slips must be signed by a parent/guardian and the student (grades 4 through 12) and then returned. These permission slips will include the following statement:

Any student determined to be harassing, hazing, bullying or otherwise violating other school rules or law may be sent home at parental expense and further disciplinary actions will be considered. Any student observing and not reporting such actions may also be subject to disciplinary action.

**Overnight Travel**

Trips in excess of one day involving overnight travel shall be approved by the Superintendent prior to making any commitments or arrangements. Request for overnight trips should be made at least two months in advance of the planned event.

(Continued)

**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/designee may cancel previously approved field trips due to extenuating circumstances.

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5720 -- Transportation of Students  
*District Code of Conduct on School Property*

**Re-Adopted: October 12, 2011**