

FIELD TRIPS

The use of field trips to extend the learning opportunities provided in the regular instructional program and to provide opportunities for competition for students in extracurricular programs is a valuable activity. Trips shall be approved by the Superintendent or Designee. Principals are expected to consider the educational value of the trip, the availability of the learning opportunities, and the distance, time, and expense involved in the trip. Principals are also responsible for following all procedures for requesting approval of field trips. Only properly insured modes of transportation are to be used for school trips. Principals should insure that no student is denied participation on a field trip because of the expense of the trip.

Prior approval of all trips is required by the Principal. No field trip will be approved automatically. Each will be evaluated on the basis of its educational value and its relationship to the curriculum area and/or club purpose.

No student will be permitted to participate in a field trip unless he/she has written parent/guardian approval that includes a medical form. A field trip is defined as any time students leave school grounds.

During the trip the person in charge is responsible for the safety and welfare of each student. The suggested ratio is one chaperone per 20 students. In special situations such as primary groups or special classes, the ratio should be lower. At least one employee or principal's designee must be available to handle emergencies or other matters that develop and not be assigned to groups of students if the number of students necessitate. There must be a sufficient number of chaperones to provide adequate supervision throughout the trip.

Students participating are required to go and return with the group unless written permission has been given prior to the trip by the student's parent/guardian and the person in charge.

School employees shall not be permitted to chaperone trips involving their own children unless:

- they are the teacher or sponsor of an activity in which their child is involved;
- they take Miscellaneous Personal Leave for the day or days involved; or
- they are absent without pay for the day or days involved.

The school board will annually allocate funds for approved field trips. Expenses that exceed school board allocations will be the responsibility of the individual school.

Use of School Buses and School Vehicles

These vehicles can only be used to transport students involved with school related activities. Any request to use vehicles for reasons other than the above stated must be approved in advance by the school board.

Specific Guidelines

Requests for field trips are to be submitted to the school Principal, who will submit the requests to the Superintendent or his/her Designee by October 8 of each year.

Field trips involving transportation will be limited to a maximum of one per teacher per year exclusive of academic, athletic, and vocational competition trips.

Field trips sponsored by authorized school clubs shall be limited to a maximum of one per year. To be eligible to take a club-sponsored field trip, 75% of the members must be committed to participate.

All vehicles involved in trips must have at least one school employee (preferably a classroom teacher) on board other than the driver.

Band and Choral Music Trips

No limitations will be imposed on the number of in-county parades, concerts, and other activities.

The number of trips to out-of-county football games for the band will be limited to 2 during the regular session. The number of trips to out-of-county activities for choral music will be limited to 2 during the school year. Instructors may request permission to participate in district, regional or area competition.

Academic Competition Trips

Competition trips must be approved by the school Principal and forwarded to the Superintendent. Such trips shall be reviewed to determine appropriate funding source prior to approval.

Field Trips Requiring Board Approval

All field trips requiring transportation must be approved in the following manner:

Field trips exceeding 250 miles round trip will be reviewed by the school Principal for approval. If approved, the request will be sent to the Superintendent or his Designee for approval, subject to the approval of the school board.

Field trips exceeding 12 total hours will be reviewed by the school Principal for approval. If approved, the request will be sent to the Superintendent or his/her Designee for approval, subject to the approval of the school board.

Field trips requiring overnight stays will be reviewed by the school Principal for approval. If approved, the request will be sent to the Superintendent's Designee and forwarded to the Superintendent, subject to the approval by the school board.

Additional Trips:

All trips over and above those supported through this policy shall require:

Principal, Superintendent, and Board approval (where applicable);

submission for review by October 8 of each year;

that arrangements be made for reimbursement of full cost for bus drivers and the payment of a set fee, as established by the Board, for per-mile reimbursement of transportation cost.

Field Trip Request - Exceptions to October 8 Deadline:

Field trips of unusual merit or educational value may be submitted at times other than the beginning of school, but must follow the field trip approval process.

Recreational Trips:

All requested trips that are related to student incentives, rewards, and/or recreational purposes will require special permission of the Superintendent. This will include class field trips and activities related to club, organizations, or athletic team purposes. Funding for these shall not be available from the Unified School Improvement Plan allocation unless specific Goals and Objectives are identified in the Unified School Improvement Plan and have been approved.

All sources for expenditures are to be clearly identified.

Such trips are to be submitted for approval 30 days prior to the actual trip.

In general, such trips will not be conducted during school instructional time.

SOURCE: Board of Education Minutes

DATE: October 11, 1999 - April 1, 2002