

Students

FIELD TRIPS

1. Instructional travel away from the school grounds is recognized by the Board of Education as a significant part of the education program of a school, provided that it:
 - a. Is directly related to the stated curriculum
 - b. Enhances student learning
 - c. Assures student safety
 - d. Has been carefully planned by the teacher and building level administration
2. Students and parents must be made aware of the purpose of the planned field trip.
3. Field trip plans must include evaluation of the experience with follow-up classroom activities to reinforce the educational value of the trip.
4. The Board of Education recognized the following types of instructional travel for students in grades Prek – 6:
 - a. Day field trips in-state
 - b. Day field trips out-of-state
 - c. Overnight field trips in-state
 - d. Overnight field trips out-of-state
5. It is necessary to have an adequate number of adult chaperones in accordance with Volunteer Policy 1010. Factors to be considered are: age of children, location, and nature of trip.
 - a. Elementary Supervision on Field Trips:

The Board requires that all elementary trips (pre-kindergarten – 4) will have a 5 to 1 student chaperone ratio (including any teacher).

The Board requires that all in-state elementary trips (5 & 6) will have a minimum of a 10 to 1 student-chaperone ratio (including any teachers).
6. All day trips within the state must be approved in advance (30 days) by the building principal. Trips outside of the state or overnight must be approved in advance (30 days) by the Superintendent and Board of Education.
7. Signed parental permission must be obtained for each student going on a field trip

- 8.. Teachers shall assume responsibility for activities on the trip including returning to school on time and making arrangements for students not participating on the trip.
9. A communication system is established prior to the trip in the event there is a delay coming home.
10. All field trips approved by the Superintendent must include the assurance of the school Principal that financial assistance is available to ensure the participation of students who would otherwise be excluded for financial reasons.
11. The school staff, under the direction of the administration, will take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The administration may place restrictions upon a student's participation when, in the judgment of the certified staff, the student's welfare requires it.
12. Chaperones will ride on the bus with the students.
13. In the event of a medically fragile child, the school nurse/or substitute nurse or trained designee may accompany the student on the trip.
14. Students not participating on the field trip are expected to attend school.
15. Transportation by private vehicles will not be permitted except in cases where parents have requested and been approved by the building administrator to transport their own child.
16. All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy No. 5029) and any administrative regulations implementing such Board Policy
17. The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and accompanying regulations.

Non-Educational Field Trip

The Board further recognizes that certain field trips of a recreational nature, such as end of-year school picnics, may include important opportunities for social education, group and student/teacher interaction, and physical exercise. Such plans, providing they cause nominal disruption to instruction, shall be approved by the Superintendent's Office.

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