

POLICY

2017

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Instruction

SUBJECT: FIELD TRIPS

The Board of Education recognizes that school field trips are an integral part of the educational experience.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the students' school premises, under the supervision of a teacher, school administrator, and/or other adult persons approved by the Superintendent or his/her designee, which is part of the district's educational curriculum and conducted for the purpose of affording students a first-hand educational experience not available in the classroom.

Curricular Basis

All field trips other than athletic and extra-curricular activities shall be intended to supplement curricular instruction. All field trip applications require a statement that details the curricular objective(s) of the trip and/or how the knowledge gained during the trip will be utilized in the classroom upon the students' return. Exceptions can be made for community service, community building and celebratory events.

Written Permission

Written permission shall be obtained from a parent or guardian for all students going on school-sponsored field trips.

Approval and Cancellation

The Superintendent of Schools and/or the Board of Education has the final authority for approval of all field trips. Factors relevant to the approval of field trips may include, but not be limited to, relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved and weather conditions. The Superintendent shall prepare procedures for the operation of all field trip activity. 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.

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SUBJECT: FIELD TRIPS (Cont'd)

Attendance

Field trips and other athletic and extra-curricular activities are a part of the curriculum of the schools and attendance on field trips is governed by the same rules as attendance at regular classroom activities.

Student Conduct

Student conduct on field trips is governed by the same rules that govern regular classroom activities..

Transportation

It is the district's responsibility to make arrangements for appropriate transportation to and from field trip sites. Where the district makes arrangements to provide transportation to a field trip site, it is required to provide return transportation to either the students' school or the point of departure.

Fundraising

No student shall be denied the opportunity to participate in a school field trip based on the inability to pay the cost of the trip. Fundraising opportunities shall be made available so that all students are able to participate in school field trips.

International Field Trips

The Board of Education recognizes the educational value of international field trips such as foreign study tours and related trips. International field trips foster international connections and cultural understanding and afford students unique educational experiences that are not available in the classroom. All international field trips shall incorporate explicit instructional objectives and supplement or reinforce classroom instruction.

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SUBJECT: FIELD TRIPS (Cont'd)

All international field trips must be specifically approved in advance by the Board of Education. The Board reserves the right to withdraw approval at any time. Reasons for withdrawal of approval include, but are not limited to unsafe conditions as determined by the Board of Education or administration, safety alerts issued by state or federal agencies including the US Department of State either here or along the route of travel, weather related concerns, airport shutdown, and cancellation of flights.

The school district is not responsible for the non-performance of the organization arranging an international field trip the cancellation of an international field trip, or any withdrawal of approval by the Board. In the event of a non-performance, cancellation or withdrawal of approval by the Board, the district is not responsible for reimbursing students or their families for any expenditure(s) made in relation to the trip that may have been incurred prior to the cancellation. To the extent that the district retains any funds paid for the trip by the students or their families, such funds shall be returned.

The Superintendent shall prepare procedures for the operation of international field trips.

Adopted: 1/12/15

Revised: 5/22/17