

## INSTRUCTION

### Field Trips

The Board of Education encourages and sanctions student trips and other out-of-school activities, including participation in interscholastic events and community service projects, which are of value in helping achieve each participating student's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The principal may place restrictions upon a student's participation when, in the staff's judgment, his/her welfare requires it.

Transportation for trips of significant educational value as described above may be free of cost to students. In some instances, transportation for trips may be provided for a fee set by the Superintendent of Schools, or his/her designee to cover costs.

If a fee is charged, the opportunity to participate in a field trip, specifically tied to the curriculum, must be available to every member of a class who is unable to pay. Efforts may be made to defray costs for enrichment field trips for students unable to pay.

Field trips that are overnight or for more than one school day require Board of Education approval. Out of state field trips that are not overnight or not for more than one school day require approval by Superintendent of Schools. All other field trips require approval by the building principal.

Applications must be submitted well in advance because event dates are reserved only after applications have been approved. Applications for trips requiring Board of Education approval must be submitted in writing to the Superintendent of Schools by the principal prior to the beginning of any fundraising, and 45 days prior to the date of the trip or 90 days for any trip that includes air travel or is greater than 4 days in length on a form designated and approved by the Board of Education. Exceptions to the "prior notice" clause may be approved by the Superintendent.

All field trips must occur within the school year, any request for exception would require special Board of Education approval.

Applications for trip approval shall include the following information:

1. Clear and detailed statement of educational objectives
2. Description of activities
3. Statement of costs
4. Provision for students who cannot afford trip
5. Provision for supervision including number of students, number of staff, number of parents, and names of chaperones

The criteria utilized by the Board of Education in determining whether to approve a field trip includes, but it is not limited to the following:

1. Degree of educational value
2. Cost to the District or to each student
3. Location of the trip
4. Amount of time missed from regular classes
5. Number of chaperones
6. Number of previous field trips undertaken by particular group
7. Age appropriateness of students for the trip

Approval by the Board of Education is also contingent upon all building requirements having been met.

Field trips will be offered exclusively to Regional School District 13 students who are enrolled at the time of the trip.

Chaperones for field trips that are out-of-state or overnight must be certified staff or adults over the age of 25. Spouses of certified staff who are chaperones may accompany a field trip at the discretion of the Superintendent. Students from other districts traveling simultaneously with a District 13 sanctioned field trip shall not be under the auspices of Regional School District 13.

If any trip is not approved by the Principal, Superintendent, or Board of Education, the Board of Education and Regional District 13 bears no responsibility or liability if such trip occurs without appropriate authorization.

Policy Revised: September 14, 1983  
Policy Revised: January 8, 1992  
Policy Revised: February 8, 1995  
Policy Revised: May 10, 1995  
Policy Revised: April 25, 2001  
Policy Revised: September 12, 2012

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Appropriate instructions shall precede and follow each field trip.

Field trips shall be considered as instruction, and planned as such with definite objectives determined in advance.

All field trips shall begin and end at the school unless approved by the Superintendent or the Board of Education.

Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of pupils to and from school.

Written approval of a parent or guardian is required for participation of pupils for field trips which extend beyond the boundaries of the school district.

Overnight field trips shall be approved in advance by the Board. Pupils must have written approval of parents.

For a field trip requiring school bus service, the teacher should make his/her request in writing to the principal at least ten (10) days prior to the date desired. Whenever practical, an alternate date should be listed. The purpose of the bus or activity and its relation to the course of study must be stated.

The bus driver shall see that all rules and regulations are enforced in the use of school buses for field trips. Certified personnel shall assist him/her in so doing.

Teachers or others approved by the principal shall accompany pupils on all field trips and shall assume responsibility for their proper conduct.

Appropriate educational experiences and proper supervision shall be supplied for any pupil whose parents do not wish them to participate in the field trip.

### **Field Trip Procedures**

1. There shall be a meeting of chaperones prior to any overnight trip. At this meeting, responsibilities shall be delineated. One person shall be ultimately responsible.
2. The educational purpose of the trip shall be made clear to all (including parent chaperones).

3. There should be an administrative screening of all students who will take the trip. This should occur at least one week prior to the trip. Any decision to exclude a student from the trip shall include the notification to his/her parent.
4. Procedures governing trips shall be understood by both students and parents prior to the trip.
5. There may be prerequisites required for participation in a trip.
6. Emergency medical cards shall be carried on all trips.
7. First aid kits shall be carried on EVERY field trip.
8. Upon completion of the trip, the leader will file a written report with the Superintendent about any unusual incident(s).

Regulation Adopted: March 28, 1990

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