

FIELD TRIPS AND EXCURSIONS

The Board encourages appropriate field trips and excursions as an extension of the classroom learning environment. Such trips must be directly related to the curriculum, providing a learning experience, stimulate student interest and inquiry and provide opportunities for social growth and development.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for pupils to assimilate the experience during and at the conclusion of the trip, including in-class post-trip lessons. Teachers and principals will be expected to consider the following factors in selection of field trips – value of the activity to the particular class, - relationship of the field trip activity to a particular aspect of instruction, - suitability and distance traveled in terms of the age level, - mode and availability of transportation, - and cost.

Field trips will be made in district contracted vehicles and/or licensed common carrier, and shall be adequately chaperoned. In the unusual circumstance a staff member may drive students provided that: 1) the driver has adequate insurance 2) the building principal approval is obtained, 3) parent (guardian) give written approval.

Field trips must be authorized by the Principal.

The teacher, in requesting permission to take his/her class away from school grounds, must submit the details of such a trip to the Principal including pre and post-trip class activities. The consent form shall be sent to the parents/guardian for each child participating for a signature and return. This is to be done after the field trip has been authorized by the Principal. No child may leave the school ground on a field trip unless the form has been signed by the parents/guardian.

Consent forms of those attending should be filed with the Principal before the trip.

Plans must be made for those students not attending the trip for whatever reason, in the school, so that they will have a learning experience that will address similar curriculum related learning objectives as the trip.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal before the trip will be taken.

The initial overnight or out-of-state trip must have the approval of the Board. The Board will be notified of all subsequent trips and reserves the right to rescind approval of overnight and out-of-state trips.

The Board encourages the use of short excursions that have instructional value related to the curriculum and to make use of area instructional resources. These trips must also be planned and purposeful in order to be of value. Short walks to local points of interest may be taken, also with

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(Continued)**

parental permission. The Principal must always be notified as to the nature of the trip, route, length of time and purpose of the trip.

Parents should be encouraged to accompany the class on field trips and excursions to assist the teacher in supervising the group, sharing the experience with their child and child's peers and to help create bridges between the community and school.

Children will always be returned to school in time to board the school bus which usually brings them home. If this is known to be impossible before the trip, then arrangements will be made in advance for parent pick-up or other transportation home for the pupils.

Proposed: 04/16/01
Adopted: 05/21/01
Proposed: 02/02/09
Adopted: 03/16/09
HR Review: 12/13/10