

Instruction

**Field Trips**

The Board of Education, cognizant of the inherent benefits to the students participating in such a learning experience, endorses the principle of the well-planned educational field trip, and embraces such activity as an integral part of the school program. In this regard, the Board encourages the careful planning, development, and implementation of such field trips by its professional staff.

The initiation, planning, proposal, and implementation of the field trip shall be the responsibility of the classroom teacher, activity advisor, or specialist. The determination of the feasibility of any field trip proposed shall be the responsibility of the building principal. The ultimate approval shall be the responsibility of the Director of Instruction or the Superintendent of Schools.

Procedures

The following procedures shall be used in planning and ultimately conducting each field trip.

- A. The classroom teacher, activity advisor, or specialist shall carefully plan the field trip and submit the Field Trip Request Form in duplicate to the building principal. This form must be submitted at least three weeks prior to the date of the trip and must include the following:
  1. itinerary and destination
  2. mode of transportation
  3. date and approximate time of departure
  4. date and approximate time of return
  5. cost to the student if any
  6. number of students
  7. statement of number and names of chaperones
- B. A statement of the educational reasons and education values that will accrue to students shall also be provided. The statement will also include information relating to educational preparation of the students for the trip and reinforcement of learning that will take place following the trip. The chaperone to student ratio required is from one (1) to ten (10) unless otherwise determined by the Board of Education.
- C. The building principal shall carefully make determination as to the feasibility of the field trip including its relevance to school programs, the adequacy of safety measures, and the adequacy and appropriateness of supervision, and shall deny or endorse accordingly. If denied, the denial and reason shall be written on the Field Trip Request Forms, signed by the principal, and returned to the teachers. If endorsed, the principal shall affix his signature to the Field Trip Request Forms and forward them to the Director of Instruction for trips of one-day duration or to the Superintendent of Schools for overnight trips.

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**Field Trips (cont.)**

The Assistant Superintendent or the Superintendent of Schools shall determine the feasibility of the field trip taking into consideration the availability of funding, weighing all factors, and approving or disapproving the request. If disapproved, the reason for the disapproval shall be written on the Field Trip Request Forms and returned to the building principal, who in turn shall notify the teacher accordingly. If approved, the Assistant Superintendent or the Superintendent of Schools shall affix approving signature to the Field Trip Request Forms, return one to the building principal, who in turn shall notify the teacher.

- D. All overnight trips being planned for the first time or an existing overnight trip whose format and/or scope is changed substantially must receive approval of the Board of Education at least sixty (60) days prior to the trip.
- E. Students who do not participate in a field trip held during school time must be provided with a program of educational value comparable with the existing curriculum. The program must be approved by the principal and presented to the Board of Education when a trip is submitted for approval under "D" above.

Rules and Regulations

In order to provide a comprehensive education experience and to insure the health and safety of students on field trips, the Superintendent of Schools will establish rules and regulations governing the following:

- Planning for trip
- Conducting of trips
- Student behavior on trips

The rules and regulations will be published, made available and adhered to by all staff members. Rules governing behavior will be discussed with students prior to a trip and enforced on said trip.

Parental Permission

Each student participating in a field trip shall do so only with parental/guardian permission. Permission slips must be in the hands of the teacher or advisor prior to the student's participation in the field trip and such shall be kept on file for a reasonable period of time thereafter.

Students 18 years of age or older who have been granted status as an independent student, are not required to have parental permission.

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