

**Series 5000
Policy 5008
Students**

FIELD TRIPS

The Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Board of Education.

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. 5010) and any administrative regulations implementing such Board Policy.

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 the accompanying regulations.

ADOPTED: October 12, 2021

FIELD TRIP POLICY 5008
ADMINISTRATIVE REGULATIONS

Fields trips are held to augment and enrich a student's learning environment. Each field trip is to be well planned in advance, carefully and safely executed, and have a follow-up class room session to reinforce the original objectives. Once the field trip objectives and tentative schedule are set, the person in charge of the field trip is to submit a completed field trip request form to the principal. Field trip approval is to be obtained at least two weeks in advance of the date of the proposed trip.

I. Documents

A. The teacher in charge is responsible for preparing a letter for parental permission. The letter must contain the following information:

1. Purpose of field trip
2. Destination and date of field trip
3. Criteria for student participation
4. Provision for informing parents of late return
5. Cost of trip to include:
 - a. Prepayment amount and payment information
 - b. Miscellaneous expenses not covered by trip charge
 - c. Availability of financial assistance. An effort will be made to provide financial assistance when need is demonstrated.
6. Invitation extended to parents to act as chaperones
7. Encouragement of parental input upon completion of trip.

B. Purchase orders will be prepared to cover any financial commitment related to the field trip. The teacher in charge must submit all purchase orders to the business office prior to the date of the trip.

C. Signed parental permission slip is required for each student.

D. A completed emergency medical release form for each student.

E. A written overview of the field trip is to be filed with the principal within two (2) days of return.

II. General field trip rules:

A. If transportation is provided by the District, all students are expected to use this transportation unless prior approval for alternate means of transportation has been granted by the principal.

B. Staff who drive students must have a minimum liability insurance of \$100,000/

\$300,000.00 on their vehicles. Staff who drive students as part of a school-sponsored trip are covered with an additional blanket policy beyond their minimal insurance to a maximum of \$2,000,000. This additional insurance covers employees only. Note: parents are not covered.

C. The teacher will acquire the proper number of adults as chaperones to accompany the group. One chaperone to every ten students is recommended.

D. The teacher in charge of the field trip must provide a list of all students attending the trip to the principal.

E. The teacher in charge must state clearly the students' responsibilities and obligations while on field trip.

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