

**SUBJECT: FIELD TRIPS**

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools

**Purpose**

Educational trips are designed to:

- 1) Provide students with knowledge and experiences to supplement, or
- 2) To provide enrichment experiences.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the primary supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

Field trips 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. The School System shall obtain written permission for students going on school-sponsored field trips.

The Superintendent or designee shall develop regulations regarding appropriately planned field trip activities. 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.

Overnight field trips are subject to the approval of the Board of Education.

Students: Only enrolled students are eligible to participate in a student trip. Students are subject to the District Code of Conduct while participating in a student trip.

Chaperones may include certified teachers, educational support personnel, parents or other Board approved volunteers. Chaperones must be at least 21 years of age. An adult who wishes to travel on a student trip, but who is not serving as a chaperone, must be approved by the principal and meet the requirements of the District's Volunteer Policy. Only the number of chaperones within the District's required ratio for supervision or the number of employees associated with the District's extracurricular activity may be funded from school funds.

Overnight trips: One chaperone is recommended for every six (6) students. A minimum of two (2) chaperones are recommended regardless of the number of students traveling. One must be a certified teacher employee, and is required regardless of the number of students traveling. Volunteer chaperones must be Board approved.

# POLICY

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**Instruction**

## **SUBJECT: FIELD TRIPS**

One day field trips: One adult is recommended for every twelve (12) students with a minimum of two chaperones on every trip.

It is preferred, to the extent possible, that at least one certified teacher employee accompany any and all field trip.

Students with disabilities shall not be denied participation in a student trip solely based on their disability. These students may require additional staff and/or accommodations which shall be provided in accordance with the student's IEP or 504 Plan at no additional cost to the student or parent/guardian.

Refer to: Policy #3150 School Volunteers

**Date of Adoption: January 15, 2013**