



Series 5000  
Students

## Policy 5155

### 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 #5154 concerning fundraising activities 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.

Cross Reference: Policy #5154 Fundraising Activities

Policy adopted: September 21, 1992

Policy revised: March 3, 2008

Policy revised: August 19, 2019



### General Guidelines

1. Field trips must have an educational goal which is related to class study or have an appropriate purpose as defined by the administration.
2. All field trips will be approved by the building principal.
3. Field trips outside the state will be approved by the Superintendent after having been approved by the building principal. The Superintendent will apprise the Board of Education of trips prior to their occurrence.
4. Any overnight field trips will be approved by the Superintendent and the Board of Education at the next regular monthly meeting of the Board after having been approved by the building principal.
5. No planning with students may be done prior to the field trip approval.
6. Permission slips must be obtained from parents/guardians.
7. Private automobiles may only be used by staff with the express permission of the building principal.
8. Appropriate educational experience and proper supervision shall be supplied for any students whose parents/guardians do not wish them to participate in a trip.
9. Each school shall maintain a procedure by which monetary assistance can be requested in cases of student financial need that hinders participation in the trip.

### Planning

1. All field trips must obtain approval at least one month prior to the occurrence.
2. For out of state field trips, approval should be obtained at least three months prior.
3. For international field trips, approval must be obtained at least one year in advance.
4. The Superintendent may approve field trips outside of these timeframes only due to unusual or unforeseen circumstances and in his/her sole discretion.
5. All teachers are required to send notification to parents/guardians after an educational field trip has been approved by the necessary parties.
6. Each trip should be carefully planned by the teacher with their class including:



- a. Discussion of the purpose of the trip;
  - b. Identification of learning activities to be incorporated;
  - c. Discussion of standards of courtesy, safety and behavior.
7. Notification to school staff of the date and time of the trip, as well as the number of students attending, should occur at least two weeks prior to departure.
  8. The cafeteria is to be notified prior to the date of the trip.
  9. Notification and coordination with the health office must occur prior to the trip.
  10. Arrangements for appropriate transportation with the district's contracted bus company or approved outside vendor must be made and submitted to the building principal for approval.
  11. All paperwork, including student lists, must be submitted to the school office prior to departure.

### **Overnight Field Trips**

The building principal will send a request form in advance to the Superintendent covering the following matters in applying for approval of overnight field trips.

1. The purpose of the trip.
2. The number of students participating and the number and names of teachers and additional chaperones invited.
3. The arrangements which have been made for transportation, lodging, and trip coordination including the names of contracted or other agencies that may be involved.
4. The cost requirements of the trip and the means by which the requirements are to be met.
5. The arrangements which have been made with the school to cover for the teachers who are going on the trip and for those students who will be remaining in school.
6. Upon completion of the trip, the leader will inform the administration or Superintendent if there were any unusual incidents or circumstances.



### Chaperones

1. Chaperones must be obtained as needed and approved in advance for the particular group involved. International field trips must have a designated administrative chaperone approved by the Superintendent.
2. Trip associated expenses for chaperones will be paid (chaperones may be responsible for additional costs related to their participation).
3. No chaperones will be allowed to have their own child accompany them on the trip unless the child is a member of the participating class.
4. The student to chaperone ratio may be dependent upon the nature of the trip, the requirements imposed by the agency or organization being visited, and/or requirements imposed by administration during coordination of the trip. In absence of specific guidelines, all trips will require the following minimum ratios:

Grades PK-4	7:1
Grades 5-8	10:1
Grades 9-12	12:1

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