

Field and Other School-Sponsored Trips

The Board recognizes that the first-hand learning experiences provided by field trips are most effective and worthwhile means of learning. It is the desire of the Board to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants.

The principal of the building or designee shall approve all in-state travel. The Assistant Superintendent or designee shall approve all overnight and out-of-state travel.

Fees

Students may be required to pay admissions fees associated with a field and/or school-sponsored trips. These fees may be waived in cases of hardship in accordance with the district's student fees policy or, when the trip is part of the curriculum, students may be given an alternative assignment. Requests to waive fees shall be made in accordance with the student fees policy. The Superintendent may develop additional regulations related to costs and payment for field and school-sponsored trips.

Fundraising for school-sponsored and curricular field trips shall be handled in accordance with the district's policy on this matter.

Participation Requirements

Written parental approval shall be obtained prior to each school year regarding planned field and school-sponsored trips. The annual permission slips shall be retained in the student's educational record for at least one calendar year.

Students shall be subject to all applicable district policies and regulations while on field and/or school-sponsored trips. The Assistant Superintendent shall develop criteria for participation in field/school-sponsored trips and develop school trip safety and disciplinary procedures. These procedures shall specifically address trips taken outside the District. Parents and students shall be made aware of these procedures prior to each trip.

Complementary Documents

- ACBD, School Medication Policy
- FBA, Student Fees
- FCAA, Accommodating Students with Allergies and Special Dietary Needs
- FFF-AR, School-Sponsored Trip Rules
- FFF-AR2, Travel Study Programs
- FGA, Student Education Records