

Regulation

FIELD TRIP GUIDELINES

A field trip, that is, a journey by a group of students away from the school premises, under the direction of a teacher, can afford students a first hand educational experience not available in the classroom and can serve as a valuable instructional tool when used appropriately.

To insure the educational efficacy of all field trips, the following procedures shall be followed:

Prior to the announcement of any field trip, approval by the principal, supervisor, and assistant chief school administrator for curriculum and instruction must be obtained using the following criteria:

- A. Relationship of the trip to curriculum/instructional objectives must be clearly identified.
- B. Relationship of cost to educational benefits must be considered.
- C. Time lost to other instructional activities as a result of participating in this activity must be proportional to the benefit of the trip.
- D. Pre-trip preparation and follow up activities and materials must be clearly specified.
- E. Method for assessing the effectiveness of the trip as an instructional experience must be explicit and completed upon the return from the trip.

No student may be absent from his/her regular school attendance for the purpose of field trip participation for more than five days in any one school year (excluding academic competitions, leadership training, state student council officer-required attendance, or other state organization leadership positions).

Overnight Field Trips

Overnight field trips shall be subject to the approval procedures listed above and shall be subject to the following conditions:

The objective of travel to historic or other points of interest must be directly linked to specific outcomes defined in advance of the trip. Travel out-of-state for competitions, exhibitions, and performances shall be permitted. Prior to any overnight field trip students and parents shall be provided with clear notice of the behavior expected of all participants and the sanctions for failing to comply with these standards and all other policies relevant to student travel. Travel outside the United States is not sanctioned by the board of education. Any travel arranged by a teaching staff member shall be at the discretion of the teacher, arranged by the parent, student, and teacher, and shall not occur on days of regular school attendance. Notification of students of a proposed trip, shall not take place on school premises, nor shall school district materials or duplicating equipment be used to notify students of such travel. All communication concerning such travel shall clearly indicate that the travel is neither sanctioned nor sponsored or endorsed by the board of education.

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