



## **POLICY 121 -- FIELD TRIPS**

### **1. Purpose**

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips can:

- . supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools
- . arouse new interests among students
- . help students relate school experiences to the reality of the world outside of school
- . bring all resources of the community--natural, artistic, industrial, commercial, governmental, and educational--within the ambit of a student's learning experience
- . afford students the opportunity to study real things and real processes in their actual environment.

### **2. Definition**

For purposes of this policy, a "field trip" shall be defined as any planned travel activity which supplements or enriches the classroom curriculum.

### **3. Authority**

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The Board does not endorse, support, or assume responsibility in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this district for such trips within the facilities or on school grounds of the district without Board permission.

### **4. Guidelines**

All requests for trips shall be according to the following regulations.

1. Any teacher anticipating a field trip must submit a completed Request for Field Trip Form to the principal.
2. Requests must be made in writing by the faculty sponsor at least four (4) weeks in advance and submitted to the principal.
3. All trip requests must be approved by the principal and Superintendent or his/her designee.

4. All educational field trips which take students 50 miles or more from this district and/or are planned to keep students out of the district overnight or longer and/or require students to miss regular instructional time must be approved by the School Board.
5. Parent permission slips must be signed and be on file before any student goes on a trip.
6. Approval of trips not funded by Student Activity Funds is subject to the availability of budgeted monies in the general fund.