

FIELD TRIPS AND EXCURSIONS

Statement of Purpose

The purpose of this policy and accompanying regulations is to establish guidelines for student field trips and excursions that will enhance the students' interest and promote to the fullest extent possible, the safety of those on the trip.

Statement of Policy

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, field trips may be authorized by the building principal and the superintendent of schools. All overnight field trips and/or those that involve the loss of more than one full school day require school board approval.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips and to make every attempt to ensure that whole class day trips are affordable to all students.

1. Value of the activity to the particular class group(s).
2. Relationship of the field trip activity to a particular aspect of classroom instruction.
3. Suitability of the activity to student age level.
4. Distance traveled in terms of age level.
5. Mode and availability of transportation. (Note: If transporting in non-district vehicle, see SRSD Policy EEAG.)
6. Impact on regular classroom instruction; i.e., time out of the classroom, scheduling changes, substitute teachers.
7. Number of students participating in the field trip activity.
8. Liability.

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: IJOA

9. One on one (teacher/student) field trips are highly discouraged without parental permission or in case of an emergency.
10. Cost and funding source.

Prior to the field trip activity, the building principal shall submit a Field Trip Request form to the superintendent's office for approval. At the superintendent's discretion, the Field Trip Request Form may be submitted to the school board for approval.

It is expected that all chaperones be provided with information regarding the purpose of the trip, expectations, and activities.

Related Policy: EEAG, GBE, GBEC

Effective: April 21, 1982
Revised: October 23, 1991
Revised: March 5, 2003
Reaffirm: March 5, 2014
Revised: September 9, 2015