

### Student Field Trips and Excursions

The Board of Education considers student field trips and excursions to be a recognized part of the school program. It is expected that such field trips will be coordinated with the curriculum and planned for specific educational purposes.

The administration shall approve and regulate such activities. Their responsibilities shall include but not be limited to oversight of the following:

- 1) Justify the value of such field trip or excursion.
- 2) Provide for the safety and supervision of students during such field trips or excursions.
- 3) Assure that parental permission has been obtained for each student participating in a field trip or excursion.

Transportation for field trips or excursions shall be restricted to school vehicles and those commercial carriers contracted for by the district. The use of private automobiles for trips or excursions is prohibited. School vehicles shall not normally be used for field trips or excursions beyond seventy-five (75) miles from the district. All students participating in field trips or excursions shall embark and disembark at designated school district buildings.

Trips or excursions sponsored by school clubs or organizations are considered to be school activities and must adhere to the guidelines of this policy. Trips and excursions are occasionally conducted by faculty members, as individuals, during vacation periods. These trips are considered to be non-school activities and as such are neither sanctioned nor prohibited by the district.

The Superintendent or his/her designee shall prepare procedures for the operation of a field trip activity. Field trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the school district for approval and conduct of such trips shall apply.