

FIELD TRIP TRAVEL

The following guidelines are set to implement the planning of field trips as part of and directly related to classroom learning activities:

1. Definition of a field trip: Any extended classroom activity requiring district transportation that is well-planned and properly timed. Each field trip must have significant educational value for the student or must be part of a school curriculum and must be limited to a reasonable traveling distance with approved drivers being available.
2. Definition of reasonable traveling distance:
 - a) K-2 field trips should not take any time beyond the time students are at school from 8:00 a.m. to 3:30 p.m. and are not to exceed 150 miles one way.
 - b) 3-12 field trips should not be longer than 10 hours and are not to exceed 250 miles one way.
3. The building principal and superintendent shall approve all field trips within the following guidelines:
 - a) All arrangements for field trips must be submitted on activity field trip request forms and have the approval of the school principal.
 - b) Field trips will be approved if drivers and buses are available. Priority will be given to the earliest request submitted to the Transportation Office.
 - c) Private transportation will be avoided.
4. All field trips must be within district and/or building budgetary allotments. Transportation costs for approved field trips will be paid for by the district. Students may be asked to pay all or part of the expenses of field trips, provided participation in the trip is not a mandatory part of the instructional program.
5. Each child who goes on a field trip must submit prior signed parental permission (Ex 2), or documented parent/guardian contact and administrator or designee approval, to the sponsor of the field trip prior to the field trip. Students in grades 9-12 will be able to opt-out of a field trip rather than opt in.
6. Enough supervision must be provided so that student needs and safety is ensured and discipline on the trips is effective. Volunteers are required to submit District Policy 1215 (School Volunteers) information form and be cleared by the Superintendent prior to the trip.
7. If the student is in out of school or in school suspension, the student would not attend the field trip.
8. Failure to allow a student to attend a field trip denies access to a Free Appropriate Public Education (FAPE). The expectation is that all students will attend all field trips. If there is a question regarding the safety and security of the student, a meeting will be scheduled with the parent/guardian, building administrator, and teacher to create a plan for possible alternative access to the field trip. In situations where there is not consensus, the final determination will be made by the building principal in conjunction with the superintendent.
9. Any field trip exceeding these guidelines requires Board approval.

Adopted: November 10, 1992

Revised: March 12, 1996 May 8, 2012
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