

## FIELD TRIPS AND EXCURSIONS

### Philosophy

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls, and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than things that are only talked or read about.

Field trips – properly planned, properly supervised and properly integrated into the instructional program – are not to be considered “outings” or days off from school. They are, in fact, extensions of the curriculum and of the school plant.

Therefore, all field trips sponsored by the schools shall be educational in nature and shall be related to the subject matter and the objective of instruction at the particular grade level. Field trips are lessons, and are to be planned as such, with definite objectives determined in advance. Appropriate instruction should precede and follow each trip.

As much as possible, community resource persons and organizations shall be involved in the planning and conduct of field trips so that students may derive the greatest educational benefit from the trip.

Nonschool-sponsored field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Responsibility for privately planned field trips or tours rests with the individuals and agency sponsoring them. The Board assumes no legal or financial responsibilities for nonschool-sponsored field trips.

If recruitment of students for a field trip is sought through the schools, the recruitment request shall be made with approval of the Superintendent. Recruitment efforts shall not occur during class time or the employee’s work day.

### Who May Go

In most cases, an entire class will take part in a field trip. From time to time, however, trips may be planned for a smaller group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate only for a few students working together on a project). The Board also wishes to make it possible for an individual student to make a field trip if such a trip should benefit his/her instructional program.

In all cases, when only part of a class shall go on a field trip, the administration shall ensure that satisfactory arrangements are made for the instruction of those staying in school, and that adequate transportation and supervision are provided for those who are going on the trip.

### Distance and Duration

1. Regular field trips are defined as those trips that take place within the community or to places near enough so that the trip can be accomplished during one school day.
2. Extended field trips are trips sponsored by the Board that are more than one day in length.

Permission for extended field trips must be secured from the Board to be considered school sponsored trips.

Field trips out of state, while school is in session, shall not normally be approved. However, the Board shall consider special requests for such trips when they are necessary, well-planned, adequately chaperoned and satisfactorily financed.

### Parental Permission

Written permission from parents must be obtained prior to any child's going on a school-sponsored field trip.

### Expenses

Field trips that are part of the school's extracurricular activities (such as sports spectator trips, band trips, etc.), and/or trips that involve overnight stays, shall usually involve some expense to the participating student. Care shall be taken by the administration that such trips do not proliferate to the point where the expense becomes a burden for the parents.

Fund drives shall be allowed under the Board's policies on student fund-raising activities. In no case shall a student be prevented from participating in a regular field trip solely because of his/her inability to pay.

### Regulations Governing Field Trips

It is the responsibility of the Superintendent to set Districtwide regulations for the conduct of field trips, and each building principal shall set rules for his/her school that comply with Board policy and District regulations.

Travel Vendor Compensation

Any compensation paid by a private travel vendor to a District official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered “public money” and must be returned to the District.

All travel arrangements must be in compliance with District field trip regulations and approved by the Superintendent or his/her designee.

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LEGAL REFS.: ORC 3327.15  
OAC 3301-35-01; 3301-35-03

CROSS REFS.: EEAD, Special Use of School Buses  
IF, Curriculum Development  
IGDF, Student Fund-Raising Activities  
JL, Student Gifts and Solicitations  
JN, Student Fees, Fines and Charges