

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, supervised and integrated into the instructional program – are not to be considered “outings” or days off from school. They are extensions of the curriculum.

All field trips sponsored by the schools shall be educational in nature and 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.

Nonschool-sponsored field trips

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/designee. 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. Trips may be planned for a smaller group. The Board will consider making possible for any small group/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

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

Expenses

Field trips may involve some expense to the participating student. Fund drives shall be allowed under the Board's policies on student fund-raising activities.

Regulations Governing Field Trips

It is the responsibility of the Superintendent/designee to set Districtwide regulations for the conduct of field trips, and each building principal sets 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.

[Adoption date: August 14, 2001]

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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