

## INSTRUCTION

### FIELD TRIPS

The School Board encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals.

Student activities involving travel off of school grounds shall be authorized by the Superintendent or his or her designee. Any field trip requiring overnight or long-distance travel requires the approval of the Board of Education. Each trip authorization shall be based on the travel's educational value as well as the safety and welfare of the students involved. The teacher shall arrange for supervision and appropriate alternative learning experiences for nonparticipating students.

Guidelines for field trips that are school-related are:

1. All field trips shall be adequately supervised by staff members and other adults, generally defined as 5 to 1 for elementary students and 8 to 1 for middle school students.
2. Whenever entrance fees, food, lodging or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated by the School Board, provided that no student shall be excluded from any field trip because of a lack of funds. If bus transportation is necessary, a fee may be charged to help defray the cost of transportation.
3. Parental permission must be obtained in writing when a field trip is planned. Parents shall also be advised of the mode of transportation to be used.
4. Teachers shall assess the safety of field trip sites before the trip is conducted.
5. Teachers shall prepare and distribute District 93 field trip brochures for all supervisors.
6. All medication shall be distributed by school personnel.
7. Teachers shall review safety, behavioral, and emergency guidelines with students prior to field trips.
8. Teachers/supervisors shall contact the school principal/assistant principal or the district administration if any emergency situation occurs.

Adopted: June 9, 1983  
Revised: January 21, 1987  
Revised: November 4, 1999  
Revised: June 23, 2003