

## FIELD TRIPS AND OTHER EXCURSIONS

The Board recognizes that the firsthand learning experiences provided by field trips can be an effective and worthwhile means of learning. It is the desire of the Board to encourage worthwhile field trips as an integral part of Plainfield's instructional program.

Field trips and other student activities involving travel may be authorized by the superintendent or his designee when such trips and/or activities **contribute substantially** to the achievement of desirable **educational goals**. In planning and authorizing such trips, primary consideration will be given to the education **value** to be derived and the **safety** and **welfare** of the students involved.

Trips of significant **educational** value will be encouraged, and trips of significant **recreational** value may be permitted, when they are conducted under requirements established by the Board of Education. Pupil **safety** on trips must be a **primary** consideration.

**Trip Approval:** All field trips must be approved by the school principal and the superintendent at least 10 days prior to the trip. The Board must also approve all out-of-district trips and overnight trips at least 30 days prior to the trip.

**Transportation:** Transportation for trips of **significant educational** value, including those that are part of the established activities program, is **free** of cost to pupils only when district-owned vehicles are used within a radius of **75 miles from the school and when funds allow**. Transportation for trips of **significant recreational** value may be provided **for a fee** according to the number of pupils traveling and the purpose, time, and length of the trip.

**Preparation and Follow-Up:** In order to secure maximum education benefit from a field trip experience, the students must be oriented for the trip in advance. There must also be adequate follow-up and tie-in of field trip experiences with the classroom activities and the discussion held with the class after the trip.

**Parental Permission Required:** Written parental approval must be obtained for each field trip. The signed forms showing parent approval will be kept on file for 30 days in the principal's office.

**Supervision:** The school principal will make all necessary arrangements to ensure that all field trips are properly supervised. The teacher must have adult assistance as needed, based on the size of the group.

### **Trip Regulations:**

1. The teacher will **review the value** of the trip with the principal and receive **written approval** prior to making arrangements for the trip.
2. All trips must be within **budgetary allotments** for such purposes.
3. Each field trip will be **adequately supervised** so that good discipline may be maintained.

4. A **parental permission slip** is required for each child participating in the trip, including walking or bicycling excursions, or trips by private transportation.
5. The teacher will **provide the parents** with information concerning the **purpose** and **destination** of the trip, **transportation** and **meal** arrangements, **date** and **time of departure**, estimated time of **return**, and a detailed **itinerary** when a field trip will extend beyond the school day.
6. School bus transportation will be used when arrangements can be made to do so **without disrupting regular school bus** schedules.
7. All trips must be **well planned, properly timed, and directly related** to the **written curriculum** and regular learning activities in the classroom.
8. Participating students will pay a pro rata **share of costs** for any **specially arranged transportation, admission fee**, etc. However, Board of Education funds will be available for students needing assistance with such expenses when the trip is part of the curriculum.
9. One or more **adults in addition** to the teacher will accompany any class on field trips unless otherwise approved by the principal. Teachers are responsible for informing accompanying adults of their responsibilities.
10. The **teacher** will **review acceptable standards** of conduct with the students in advance of the trip. The **teacher** has primary **responsibility** for the conduct of the children.
11. A child shall not be excluded from participating on a field trip due to a handicap, disability, or medical condition. All reasonable accommodations provided to the student in school should be provided on the field trip.
12. The **teacher planning** the trip will be responsible for arranging an **appropriate** educational experience and supervision for **students who do not participate** in the field trip. This plan must be approved by the principal.
13. Students' **safety** will be a primary consideration, with first-aid kits required on all field trips.
14. Should an **emergency** situation occur, the teacher is responsible for notifying the principal by telephone. Cellular phones are available through the bus garage.
15. School **buses** ordinarily will be used for transportation. **Commercial** carriers may be used for certain trips. The use of **private vehicles** by staff members for transporting small groups of students may be authorized, provided the driver has the required liability insurance with a copy on file in the Central Office. Transportation by students and parents will **not** be permitted.
16. **Requests** for school bus transportation will be **channeled** through the principal to the Central Office and finally to the coordinator of transportation. Any requests for special commercial transportation must also be submitted to the school principal.
17. Each field trip will be **evaluated** by the participants and the principal will keep a record of same on file for future reference.

Adopted: 2000

Revised: 10/8/08