

**SUBJECT: FIELD TRIPS/OFF-CAMPUS ACTIVITIES****Field Trips**

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the school.

For purposes of this policy, a field trip shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher or teachers, which is an integral part of an approved course of study and conducted for the sole purpose of affording a first-hand educational experience not available in the classroom.

Field trips are a part of the curriculum of the school and are governed by the same rules as attendance at regular classroom activities. Therefore, no student shall be excluded from attendance on such trips except for the same reasons that the student would be excluded from the regular classroom activities or at the parent's/guardian's request.

Written parental permission must be obtained for each student for each field trip.

Prior approval of the Superintendent/Principal must be obtained by the teacher/teachers planning the trip by completing the required field trip request form which shall include a required statement of the educational objectives to be met and the relevance of the trip to a specific course of study for the involved grade level.

An annual report by the Superintendent/Principal as to the educational and cost effectiveness of the field trips shall be presented to the Board of Education prior to the formation of the proceeding year's budget.

**Off-Campus Activities**

The Board of Education recognizes that other Off-Campus Activities; such as class trips, picnics, etc., are effective educational motivators and may be utilized as rewards for positive aspects of the daily school routine and activities.

For the purposes of this policy, Off-Campus Activities shall be defined as any activity by a group of students away from the school premises, under the supervision of a teacher or teachers, which is not an integral part of the school curriculum.

Prior written approval for all such activities must be obtained from the Superintendent/Principal on the accepted request forms. If funded, wholly or in part, by the School District, prior written approval of the activity and the requested funds must be obtained from the Board of Education at least four (4) weeks prior to the planned activity date.

(Continued)

**SUBJECT: FIELD TRIPS/OFF-CAMPUS ACTIVITIES (Cont'd.)**

Written parental permission must be obtained for each student for each planned activity.

All the rules and conditions for attendance at such activities formulated by the District Discipline Committee must be followed by all the individuals involved in the activities and all the rules and conditions must be strictly enforced.

A written follow-up report must be submitted to the Administration and to the Board of Education for each activity.

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5730 -- Transportation of Students  
#7310 -- School Conduct and Discipline  
*District Code of Conduct on School Property*