

INSTRUCTION**Field Trips and Recreational Class Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips and recreational class trips must have the Superintendent or designee's prior approval, except that trips out of state or extending overnight must have the prior approval of the Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent and designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches.

Any field trip may be cancelled without notice due to an unforeseen event or condition. Monies deposited may be forfeited.

Students that violate school and/or Board policy may be excluded from field/class recreational trips and forfeit money deposited and/or other expenses. The teacher shall arrange for the supervision and appropriate alternative learning experiences for non-participating students.

LEGAL REF.: 105 ILCS 5/29-3.1

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

Adopted 9-16-97
Revised 10-20-03
Revised 05-21-08

INSTRUCTION**Administrative Procedure - Field Trip Guidelines**

Actor	Action
Teacher(s) or administrator proposing the trip	Submits to the Building Principal all trip requests. The request must specifically describe: <ul style="list-style-type: none"> • The trip, including possible dates, location, and experience; • The trip's educational value; • Transportation requirements; • Supervision plans that include, among other things, plans for at least 2 adult supervisors to be present with every grouping of students; • The students who will be involved; • The alternative experience that will be provided non-participating students; and • A summary and evaluation of any previous similar trip.
Building Principal	Uses the following factors to analyze the proposal and prepares a recommendation for the Superintendent or Board, as appropriate. <ul style="list-style-type: none"> Educational value Distance to be traveled Location Travel arrangements Fees Parent concerns Insurance carrier's liability feedback Safety considerations Heightened security alerts Whether trip is an annual event
Appropriate teacher(s) and Building Principal	Makes final transportation arrangements. Recruits parents/guardians for supervisory roles, as appropriate. Collects signed consent forms and fees from all participating students' parents/guardians. Makes sure all supervisors have a list of the following: <ul style="list-style-type: none"> • Names of all student participants and supervisors • Names and specifics of students with special needs • Name/phone number of emergency contacts for all students and supervisors • Date/time and specific destination of trip • Departure/arrival times both to and from destination • Name and phone number of transportation company and primary contact in case of emergency • Name/phone number of contact at destination • Once at destination, where to go in case of an emergency • Make final supervisor assignments and inform all supervisors of their individual assignments.
Parent(s)/guardian(s)	Decides whether to consent to their student's participation. If the student is participating, pays all applicable fees for entry, food, lodging, special transportation, or other costs. The District will pay such costs for students who qualify for free and reduced school lunches.
Teacher(s) or administrator proposing the field trip	After a trip, evaluates the trip and provides the Building Principal with the evaluation.