

FIELD TRIP ADMINISTRATIVE REGULATIONS

1.0 Definitions

- 1.1 A Field Trip is any school sponsored event or activity that is held off of school property for educational or incentive purposes.
- 1.2 Educational Field Trip – A trip chosen and supported by the teacher(s), and approved by the principal, which supports, enriches or deepens the learning experience of specific curricular Content Standards. These can be extracurricular or co-curricular in nature;
- 1.3 Incentive Field Trip - A trip chosen and supported by the teachers(s), and approved by the principal, which is used as a positive behavior support to encourage students to meet the high non-academic standards & expectations of the school. These can be extracurricular or co-curricular in nature;

2.0 Election to Conduct Field Trip

- 2.1 Teachers shall choose/determine the need for and nature of a field trip.
- 2.2 Principals, upon the advice of teachers, and, if determined appropriate, with the input of parents, shall determine the timing of school field trips.

3.0 Eligibility Guidelines

- 3.1 Each school shall publish guidelines which shall govern the eligibility of students to participate in school field trips. Such guidelines shall either be included in the school handbook or otherwise distributed to parents at the commencement of each school year.
- 3.2 Grades may not be relied upon as the sole criteria for determining eligibility.
- 3.3 Students with disabilities may not be excluded from field trip participation on the basis of disability. Parents may not be required to accompany disabled students on field trips as a condition to participation.
- 3.4 Guidelines shall also include the selection criteria for chaperones.

4.0 Out-of-State and/or Overnight Field trips

The following requirements must be observed in connection with out-of-state and/or overnight field trips:

- 4.1 Students in the final year of elementary school and higher grade levels shall be permitted to participate in one out-of-state/overnight field trip per year;
- 4.2 The instructional or incentive activity conducted on such field trips must be directly related to the appropriate grade level curriculum of the participating students;

4.3 All pertinent Grant County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperones for the duration of the field trip;

4.4 All participating students and chaperones must have appropriate health and accident insurance;

4.5 Safety shall receive prominent consideration in planning all field trip activities. No swimming activities shall be permitted outside the supervision of a certified lifeguard;

4.6 No more than three instructional days may be used for an out-of-state/overnight field trip;

4.7 A minimum of one (1) chaperone shall be required for each ten students. At least two (2) of the assigned chaperones must be school staff members;

4.8 A licensed doctor, nurse or paramedic (EMT) must accompany the students; and,

4.9 Arrangements must be made for proper diet and any special needs of participating students.

4.10 Approval—Out-of-State and/or Overnight Field Trips.

4.10.1 All completed, principal approved field trip request forms must be submitted to the appropriate Curriculum Director and Transportation Director at least thirty (30) days in advance of the scheduled departure date. Any failure to observe this requirement may be reflected in the principals' evaluation and/or result in disciplinary action.

4.10.2 Upon receipt of a field trip request form, the appropriate Curriculum Director shall undertake to determine if the requirements of this policy have been met. If all requirements have been met, the request shall be forwarded to the Superintendent who may recommend Board approval of the requested field trip.

5.0 Out-of-State Day Field Trips

The following requirements must be observed in connection with out-of-state /day field trips:

5.1 Students of any grade level are eligible to participate;

5.2 The instructional or incentive activity conducted on such field trips must be directly related to the appropriate grade level curriculum of the participating students;

5.3 All pertinent Grant County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperones for the duration of the field trip;

5.4 Participation shall be limited to four field trips per school year, unless co-curricular in nature (band);

5.5 The requirements of the Student Behavior Policy must be observed; and,

5.6 A minimum of one (1) chaperone shall be required for each ten students. At least one chaperone must be a school staff member.

5.7 All completed, principal approved field trip request forms must be submitted to the appropriate Curriculum Director and Transportation Director at least thirty (30) days in advance of the scheduled departure date. Any failure to observe this requirement may be reflected in the principals' evaluation and/or result disciplinary action.

5.8 Upon receipt of a field trip request form, the appropriate Curriculum Director shall undertake to determine if the requirements of this policy have been met. If all requirements have been met, the request shall be forwarded to the Superintendent who may recommend Board approval of the requested field trip.

6.0 Out-of-County Field Trips

6.1 All out-of-county field trips must receive advance approval by the Superintendent at least two weeks in advance of the scheduled departure.

6.2 All pertinent Grant County Board policies and regulations, including the Student Behavior Policy, must be observed by students, participating staff and chaperones for the duration of the field trip;

6.3 In-County Field Trips. All in-county field trips must receive advance approval by the Superintendent at least two weeks in advance of the scheduled departure.