

FIELD TRIPS

Eligible Participants

In most cases, an entire class will take part in a field trip. From time to time, however, trips may be planned for a small group (when, for example, the place to be visited can accommodate only a small group or when the trip is appropriate only for a few students working together on a project). The Board also wishes to make it possible for an individual student to experience a field trip if such a trip would provide him/her instructional benefits.

In all cases, when only part of a class goes on a field trip, the administration will ensure: (1) that satisfactory arrangements are made for the instruction of those staying in school and (2) that adequate transportation and supervision are provided for those who are going on the trip.

Distance and Duration

1. Regular field trips are defined as: those trips which take place within the community or to places near enough so that the trip can be accomplished during one school day.
2. Extended field trips are categorized as:
 - A. trips of several days' duration when school is not in session (e.g., a trip to Washington, D.C.; language class trips to Canada and Mexico); or
 - B. trips within the state involving more than one day's time while school is in session.

Permission for extended field trips must be secured from the Superintendent, subject to approval by the Board.

Field trips out of the state while school is in session will not normally be approved; however, the Board will consider special requests for such trips when they are necessary to a curricular or cocurricular purpose, well-planned, adequately chaperoned and satisfactorily financed.

Parental Permission

Written permission from parents must be obtained prior to any student's participation in a school-sponsored field trip.

Expenses

Care will be taken by the administration that field trips do not proliferate to the point at which the expense becomes a burden for the parents.

Fund drives will be allowed under the Board's policies governing student gifts and solicitations and student fund raising activities. In no case will a student be prevented from participating in a field trip solely because of inability to pay.

Regulations Governing Field Trips

Each building principal will set rules for his/her school which comply with Board policy and District regulations.

Approved: March 20, 1996

Reviewed: October 16, 2002

Columbia Schools, Columbia Station, Ohio