

**Policy 603.02\*: Field Trips and Excursions**

**Status:** ADOPTED

**Original Adopted Date:** 05/01/1989 | **Last Revised Date:** 11/25/2024 | **Last Reviewed Date:** 11/25/2024

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the District. The District will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal shall consider the following:

- financial condition of the District
- educational benefit of the activity,
- inherent risks or dangers of the activity
- how the trip or activity relates to identified curriculum
- what specific educational activities will enhance student learning
- why this student learning can't occur in the regular classroom
- special value or nature of this trip
- the impact on other classes the teacher or teachers attending this trip teach and how any negative impact be addressed.

Parental permission will be collected during yearly online registration in order to allow student's participation in field trips and excursions. Field trips outside the state and/or overnight must have the approval of the Board of Education. Excursions outside the United States must have the recommendation of the administration and the approval of the Board of Directors.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The District will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

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