Instruction

Field Trips [1]

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. [2]

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. [3] The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: [4] educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs. [5]

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. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them. [6]

LEGAL REF.: 105 ILCS 5/29-3.1.

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

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1 This is an optional policy. The following is an optional section for including class trips; add to the bottom of the policy and add "and Recreational Class Trips" to the policy's title.

Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational program. The provisions in this policy concerning field trips, except those regarding educational value, are also applicable to recreational class trips.

2 As an alternative, substitute the verb "encouraged" for "permissible." State law also permits educational tours as a course supplement but does not authorize the use of school funds for such tours (105 ILCS 5/10-22.29b).

3 According to 105 ILCS 5/29-3.1, "[t]he school board may provide transportation for pupils on bona fide field trips in Illinois or adjacent states." The superintendent or designee is delegated the responsibility to approve field trips after considering the factors in the policy.

105 ILCS 5/29-6.3 allows districts to transport students in vans for school sponsored activities "provided that the van is operated by or for the district under a rental or for hire arrangement entered into by the district."

4 These are at the local board's discretion.

5 Transportation fees are permitted by 105 ILCS 5/29-3.1.

6 This paragraph is optional. It seeks to distinguish privately arranged trips from those that are controlled and sponsored by the district and provides a disclaimer.

Instruction

Administrative Procedure - Field Trip Guidelines [7]

Actor	Action
Teacher(s) or administrator who seeks consent for a school-sponsored trip with students	Submits a trip proposal to the Building Principal. The proposal must specifically describe each of the following: 1. The trip, including possible dates, location, and experience 2. The trip's educational value 3. Transportation requirements 4. Supervision plans that include, among other things, plans for at least 2 adult supervisors to be present with every grouping of students 5. The students who will be involved 6. The alternative experience that will be provided non-participating students 7. A summary and evaluation of any previous similar trip
Building Principal	Prepares a recommendation for the Superintendent or Board, as appropriate, using the following factors to analyze the trip proposal: 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: 1. Names of all student participants and supervisors 2. Names and specifics of students with special needs 3. Name/phone number of emergency contacts for all students and supervisors 4. Date/time and specific destination of trip 5. Departure/arrival times both to and from destination 6. Name and phone number of transportation company and primary contact in case of emergency

[7] Be sure these procedures are consistent with the board policy (see IASB sample policy 6:240, *Field Trips*). In addition, make adjustments to include recreational class trips if the board's policy includes them. If class trips are included, add to the title, "and Recreational Class Trips."

Actor	Action
	7. Name/phone number of contact at destination 8. Once at destination, where to go in case of an emergency 9. 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, 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 trip	After a trip, evaluates the trip and provides the Building Principal with the evaluation.

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