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## FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the need to provide off-campus experiences which will enhance the educational program of the school system. The Superintendent of Schools will determine the frequency and content of class field trips. Each student must secure the permission of his/her parent or guardian before participating in such activity (see exhibit 4531-E). Approval of field trips by the Board is necessary when trips will be overnight. Overnight field trips must be submitted to the Board for approval at least one month prior to the date of departure. Such requests should be submitted to the Building Principal at least two months prior to the date of departure in order to ensure sufficient time for the Principal to present the request to the Board for approval.

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full use of transportation. In order to make necessary transportation arrangements, all requests for day field trips must be submitted to the appropriate Building Principal at least one week prior to the trip date.

Field trips fall into two basic categories: educational and optional. Educational field trips are those necessary to a course of study or an integral part of a regular program. They should be well planned prior to departure, carefully supervised, and appropriately incorporated into the program upon return. No charge will be made to students for such educational field trips, other than the normal admission fee if one is involved.

Optional field trips are those that are an outgrowth or offshoot of a regular program. If the trip is only a desirable additive to a course of study and not deemed a necessary or integral part of a program, students may be charged reasonable fees as an extracurricular item. However, no student will be denied the opportunity for the trip based on the inability to pay any such fee. Students need not participate in the trip in order to benefit from the program to which they may be related. A class trip may be considered an optional field trip. Participating students will be expected to bear the full costs of such trips, including transportation, food, lodging and admissions. The district may sponsor or endorse such trips. In these cases, sponsorship or endorsement must be approved by the Superintendent and the Board within appropriate timelines as described above.

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