Policy 5321
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November 11, 2026

POLICY 5321

Educational Field Trips

A. Definition: A field trip is a school-sponsored, off-campus educational activity that provides students with learning opportunities which align with the curriculum and occurs during the instructional day.

1. Reward trips to commercial sites, recreational sites or businesses are prohibited on school days unless the trip directly relates to the current curriculum being studied by the students involved in the trip or a schoolwide plan.

2. All student travel must be approved in advance by the principal. Requests must be made using the District approved form (attached below) and address each of the following:

   a. Educational value of the trip and program - Each request for student travel must include the educational goals and objectives of the trip.

   b. Details of trip must include:

      1) Date, departure time and return time;

      2) Destination and mileage. Local opportunities of comparable educational value should be considered prior to trips requiring extensive travel, where possible;

      3) Number of students, chaperones, and requests for additional supervision;

      4) Type of transportation: bus, district vehicle, walking to destination;

      5) Cost and funding source.

   c. For transportation needs refer to Policy 2217-Transportation Requests for Field Trips/Activity for additional requirements.

B. Secondary Grades (6-12)

1. Parental notification is required for all students participating in off-campus activities.

a. Parents may elect to opt their students out of off campus activities based on information provided by the teacher.

    1) An alternate activity may be provided.

b. Information shared with parents will include departure/return time, lunch considerations, cost of field trip, and potential disruption to typical end of day dismissal and transportation arrangements.

2. All field trips must take place **within a 150-mile radius** of the school. *(For Park Valley and Grouse Creek schools, this distance may be calculated from Snowville.)*

3. Refer to the Policy 5230 Student Fees, Fines, and Charges and the BESD Approved School Fees document when considering a field trip fee.

4. Students will be expected to make up any classwork missed due to the field trip in all other classes.

C. Elementary Grades (K-5)

1. Parent permission is required for all students participating in off-campus activities.

    a. Written permission through permission slips or opt in forms is preferred.

    b. If a student does not provide a written permission, an exception can be made by two employees documenting verbal approval of a parent.

2. In any school year, schools may not exceed the number of field trips equal to three (3) times the number of grade levels in the school.

    a. The field trip limit established in the policy shall not apply to field trips that are determined to be necessary to meet the educational, functional, behavioral, social emotional, transition, vocational, or community-based learning needs of students with disabilities.

3. All student travel must be within a 150-mile radius of the school. (Park Valley and Grouse Creek may calculate the radius from Snowville.)

4. Field trips including elementary age students may not be scheduled to leave before the first bell or return after the last bell.

5. Elementary students must be accompanied on all trips by their regular classroom teacher. Exceptions can be made when an administrator, coach, or counselor attends with the substitute.

6. No fees may be charged to students for travel associated with field trips. However, organizations and individuals are welcome to donate funds to support these activities.

   See Policy 5230 Student Fees, Fines, and Charges, section C.6.b.

7. Chaperones must complete a background check in order to supervise students and ride the bus on field trips.

Box Elder School District – Field Trip Request

All field trips must be approved in advance by the school principal. For secondary overnight, over 150 miles, and out of state travel refer to Policy 5320 Student Travel – overnight, Over 150 Miles, Out of State.

School Name _____

Teacher/Advisor Name _____ Email_____

Grade(s)/Group Attending _____

Educational Goals & Objectives: Explain how this trip directly supports the curriculum.

_____

_____

_____

Date of Trip_____ Departure Time _____ Return Time _____

Destination _____

Approx. miles round trip _____ (Not to exceed 150 mile radius, see Policy 5320)

# of Students:_____ # of Employees:_____ # of Additional Chaperones:_____

Employees supervising: _____

Transportation: ☐ District Bus ☐ District Vehicle ☐ Walking to destination

Estimated Cost: $_____ Funding Source: _____

Parent Permission: Date Sent: _____ Alternate Plan for Learning: _____

Principal Approval

☐ Approved ☐ Denied Justification_____

Principal Name: _____ Signature: _____ Date: _____