

The board of trustees recognizes that students benefit from educational experiences outside the classroom. Field trips designed to provide such an experience for the student may be approved on a case-by-case basis. Factors such as the age of the students, quality and uniqueness of the experience, and availability of chaperones and transportation, among others, will be considered in determining whether a field trip will be approved.

DEFINITIONS

For purposes of this policy and accompanying procedures, the following definitions apply:

“District vehicle” means any vehicle owned or contracted by the school district.

“Extended field trip” means an overnight, out-of-the-district (over 50 miles), or out-of-country school-sponsored trip where students leave school grounds for an educational purpose. Extended field trips do not include district or state tournaments sponsored by the Idaho High School Activities Association.

“Field trip” means an educational experience that occurs outside of the classroom and school property during the school day.

“Privately-sponsored” means an extended field trip for students that is not sponsored by the school or school district, no school funds are used, and the field trip does not occur during school hours.

“Non-district vehicle” means any vehicle not owned, borrowed, or contracted by the school district including, but not limited to, rental cars and privately-owned vehicles.

“School-sponsored” means a field trip or extended field trip for students where school funds pay for the trip, it is part of the educational process, it is supervised or staffed by school employees, and it is approved by the appropriate administrator.

STUDENT PARTICIPATION

No student will be excluded from participating in a field trip due to inability to pay or a documented disability. Schools that offer field trip opportunities will provide an equal opportunity for participation by all students. Accommodations for students on an Individualized Education Plan (IEP) or Section 504 plan will be provided as set forth in the student’s IEP or Section 504 plan.

A student may be excluded from a field trip upon request of the parent/guardian or the student may be excluded for a nondiscriminatory reason(s) that is communicated to the student and parent/guardian in advance of the field trip.

EXTENDED FIELD TRIPS

Principals should encourage extended field trips when such opportunities are well-planned and support the curriculum.

The superintendent or designee may establish procedures for approval of extended field trips to include planning and proposal requirements, chaperone responsibilities, transportation guidelines, appropriate safety measures, and student responsibilities. When planned and carried out according to approved procedures, extended field trips will be under the direction and responsibility of the assigned district staff member during the entire excursion. Extended field trips must be approved by the principal and the superintendent.

STUDENT RESPONSIBILITIES

Students are expected to be knowledgeable about the rules governing student conduct. Field trips are considered an extension of the classroom, and all rules pertaining to a school-sponsored activity must be followed during participation in field trips and extended field trips. Students who violate any school policy during an extended trip may be disciplined, including, but not limited to, being sent home at the parent/guardian's expense.

Field Trip Student Health Management Responsibility:

Each student with health needs—including, but not limited to, prescription medications, emergency medications (e.g., epinephrine pens), diabetic medications, and related treatments—must be able to independently manage their health condition and medication administration. If the student's IEP, 504 Plan, or Health Care Plan indicates otherwise while on a field trip, the direction in those plans will be followed, but the parent or legal guardian should confirm with the case manager how the health management needs will be handled on each specific field trip.

**LEGAL REFERENCE:**

Idaho Code Sections:

33-512 – Governance of Schools

CROSS-REFERENCE:

Field Trip Procedures #576P

ADOPTED: June 1, 2007

AMENDED:

**Language in text set forth in italics is optional.*