

Field Trips

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

All field trips must have the Superintendent or designee's prior approval. The Superintendent will report during the Board's regular meetings field trips and co-curricular athletic or other activity trips that involve overnight stays, out-of-state destinations, and/or a distance of 200 or more miles from school.

The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip:

- Educational value
- Distance to be traveled
- Location
- Travel arrangements
- Fees
- Parent concerns
- Insurance carrier's liability feedback (if any)
- Safety considerations
- Heightened security alerts
- Whether trip is an annual event

On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

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 a fee waiver under Board Policy 4.140, *Waiver of Student Fees*.

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.

No District employee or staff member shall take or accompany any student on a privately arranged trip related to or arising out of the student's participation in a course, a club, or co-curricular athletics or activities (e.g. foreign language trip, band trip), or with an educational tour group or travel company (e.g. Explorica, ACIS, EF Educational Tours), without first notifying the Superintendent or designee in writing of the trip prior thereto and providing the Superintendent or designee with a signed Privately Arranged Trip Acknowledgment, Waiver, or Release form for each student going on the trip. Professional, ethical, and lawful behavior is expected of all District employees and staff

members on privately arranged trips. All District staff members must comply with Administrative Procedure 5.120-AP2, *Employee Conduct Standards* and all teachers must comply with Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*.

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

CROSS REF.: 4.140 (Waiver of Student Fees), 6.10 (Educational Philosophy), 7.10 (Equal Educational Opportunities), 7.270 (Administering Medicines to Students)