

## **Board Policy 2550: Field Trips, Excursions, and Outdoor Education**

**Status:**

**Original Adopted Date: | Last Reviewed Date:**

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Each class shall take no more than two local field trips per year.

Field trips which take students out of the State must be approved in advance by the Board. Building principals have the authority to approve all other field trips.

Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness.

Field trip proposals must be submitted to the principal and approved by them in advance of the trip.

Only District approved transportation shall be used on field trips. must be submitted to the Transportation Department. At least ten school days prior to the date of the field trip, a request for District transportation form must be submitted according to District procedure or as directed by the building principal.

No staff member may solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

Students must have written parent/guardian permission to attend any field trip.

The field trip must have enough adult supervision to meet the safety and welfare of the students. Generally, this means at least one adult for every eight to ten students.

Teachers shall take roll before leaving the school grounds, keep count of the students during the trip, and take roll again before departing any field trip site.

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