

POLICY: IICA  
Approved: June, 2002  
Reviewed:  
Revised:

## **FIELD TRIPS**

The Board of Education recognizes that out-of-school resources offer a wealth of concrete learning experiences for children. To foster better teaching and learning experiences, the Board and administration shall permit field trips, providing the cost and time are within reason to the District and meet field trip regulations.

Faculty members should carefully study the educational value in planning a field trip and discuss the trip with the building principal. The approval of the building principal must be obtained before announcing a tentative trip.

Field trips which do not extend beyond the normal school day or require overnight lodging may be approved by the building principal. Field trips which may extend beyond the identified parameters of educational value, number of trips per school year and distance/time must be approved by the Board of Education. All out-of-state trips need Board of Education approval. The cost of field trips shall be paid by students participating due to budgetary constraints or by school organizations such as Student Council, PTO, etc.

Field trip regulations shall be part of this policy and should be reviewed periodically.

The teacher(s)/administrator(s) responsible for the field trip shall see that all regulations and procedural requirements are met.

The School District provides insurance coverage for all sanctioned field trips that adhere to the field trip policies and regulations.

CROSS REFERENCE: IICA-a – Field Trip Regulations  
IICA-b – Field Trip Procedures  
IICA-c – Field Trip Request Application  
IICA-d – Field Trip/Special Trip Permission Form  
IICA-e – Chaperon Guidelines and Responsibilities