

## Instruction

**SUBJECT: FIELD TRIPS**

Student trips shall be permitted to the extent that they provide the most effective means of accomplishing objectives related to given aspects of the instructional program. Trips should be considered as a method of instruction and planned as such with definite educational objectives determined in advance. Appropriate instruction shall precede and follow each trip.

- a) Field trips will be approved based on the availability of program funds. Trips beyond 50 miles in one direction will require the Superintendent of Schools' approval. The Superintendent of Schools will notify the Board of Education for all trips approved beyond 50 miles. Board of Education approval is required, however, for all overnight trips. Requests for trips requiring Board of Education approval must be submitted 30 days in advance unless there are extenuating circumstances.
- b) The administration is responsible for developing regulations and procedures governing all field trips and excursions. These regulations will apply to all trips scheduled in the School District, whether part of the instructional, extracurricular or cocurricular programs.

Adopted: 2/13/01

Reviewed: 1/14/08 – No Changes