

EDUCATIONAL PROGRAM

Code 606.5

Policy Title: STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions if four criteria are met. Field trips and excursions that do not meet the four criteria will be made on alternate transportation. The four criteria are:

- * The operation or trip must be directly connected with and contribute to the educational development of the students;
- * The operation must be sponsored by the school and supervised by the school authorities;
- * The trip must be considered an official school function;
- * The school district transportation vehicle must be transporting students, teachers and a reasonable number of parents as chaperones.

In authorizing field trips and excursions, the principal shall consider the budget of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required for field trips and excursions beyond contiguous countries outside the continental United States. Board approval shall be required for field trips and excursions for trips beyond a 200 mile radius and/or overnight trips.

Field trips and excursions are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the classroom teacher. The office will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher must turn in a written summary of the event to the principal within ten (10) calendar days of the conclusion of the trip.

Summer camps, excluding those conducted on school premises, are not approved or endorsed by the school, and the school shall not provide transportation for these activities.

Legal References: Iowa Code § 279.8 (1995).
281 Iowa Admin. Code 43.9.

Cross References: 503.1 Student Conduct
503.4 Good Conduct Rule
711 Transportation

Approved: June 21, 2000

Reviewed: June 18, 2014