

### **FIELD TRIPS**

A field trip is defined as any trip by students away from the school premises, under the supervision of a teacher, which is an integral part of or supplements an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips: (a) value of the activity to the particular class group or class groups; (b) relationship of the field trip activity to a particular aspect of classroom instruction; (c) suitability of the activity and distance traveled in terms of the age level; (d) mode and availability of transportation; and (e) cost.

Board of Education approval must be obtained for those field trips which are planned to keep children out of the district overnight or longer, or go outside of the boundaries of the State of Ohio. Application for such trips must normally be submitted to the building administrator at least sixty (60) days prior to the projected trip departure date. In cases where the teacher or advisor does not become aware of the need for an out-of-state trip until after the sixty (60) day limit (e.g., competitions), the application shall be submitted as soon as possible. The Superintendent's approval must be obtained for all such field trips.

In order to protect the safety of district students and staff, in the event the U.S. Department of Homeland Security Advisory System reaches a Threat Condition of High (Orange) or Severe (Red), prior Board approval for field trips and other district-sponsored trips automatically will be deemed revoked, without further Board action. In the event the Threat Condition subsequently drops to a level below High (Orange), the person or group who initially requested Board approval for the field trip or district-sponsored trip must again obtain Board approval before proceeding with the field trip or district-sponsored trip. In the event the Superintendent/Board revokes approval of a field trip or district-sponsored trip based upon an increase in the Threat Condition, the district will not be responsible for any forfeited travel expense deposits or other lost monies.

Students may be charged reasonable fees for field trips. However, no student in the organization shall be denied participation regardless of ability to pay, nor shall nonparticipation be penalized academically except where such participation is required as part of a credit course. Students will not be charged for the cost of transportation to and from educational field trips on school days.

Participants in school events and field trips shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

Nonschool-Sponsored Educational Field Trips

Inasmuch as faculty members, as individuals, may conduct during vacation periods extended educational tours involving the participation of district students, the Board wishes to state its attitude toward, and position on, such excursions.

It is not a reasonable function of the Board to regulate the activities of faculty and students during non-school time. The Board will, therefore, neither sanction nor prohibit such activities or assume any responsibility for them. However, school facilities and school time shall not be used by district personnel or others to promote or solicit for such activities.

Travel agencies or other organizations shall not be permitted to come into the school for the purpose of advertising, promoting, or enrolling students for privately sponsored travel study programs and trips. Information regarding these types of programs may be posted on a student activity bulletin board with the approval of the principal.