

### **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 forty-five (45) 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 forty-five (45) 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.

To protect the safety of District students and staff, field trips will be indefinitely suspended in the event that the U.S. Department of Homeland Security's National Terrorism Advisory System (NTAS) issues an "imminent" or "elevated" threat alert. An NTAS threat alert of "imminent" warns of a credible, specific, and impending terrorist threat against the United States. An NTAS threat of "elevated" warns of a credible terrorist threat against the United States. Each threat alert is issued for a specific duration and automatically expires, unless new information becomes available to the U.S. Department of Homeland Security or the threat evolves.

In the event the U.S. Department of Homeland Security's National Terrorism Advisory System issues an Imminent Threat Alert or an Elevated Threat Alert, prior Board approval for field trips and other district-sponsored trips activity automatically will be deemed revoked, without further Board action. Following the automatic expiration of an alert, 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 Imminent Threat Alert or an Elevated Threat Alert, 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 but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically except where such participation is required as part of a credit course.

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.