

## Instruction

### Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

#### Steps for Approval

1. All field trips must have the Superintendent or designee's approval
2. Field trips beyond a 200-mile radius of the school district requiring an overnight stay must be approved by the Board.
3. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip:
  - a. Educational value
  - b. Student safety
  - c. Parental concerns
  - d. Heightened security alerts
  - e. District liability

#### Fee Structure

1. Parental or Guardian permission must be provided when a student participates in any field trip.
2. All non-participating students shall be provided an alternative educational plan for the date(s) and be in attendance at school.
3. On all field trips the Superintendent or designee will set a bus fee to help defray transportation costs.
4. Parent/guardians of students are responsible for all entrances fees, food, lodging, or other costs (bus fee).
5. The District will pay such costs for students who qualify for free or reduced lunches.
6. Any field trip may be cancelled without notice due to an unforeseen event or emergency.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

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Adopted by the Board of Education December 2001

Revised and Adopted: November 2008