

## FIELD TRIPS

Bonneville Joint School District No. 93 Board of Trustees, as part of a commitment to providing the best educational opportunity for all students, supports field trips that are of value to the total educational program, acknowledging that there may be occasions when due to financial or other constraints, field trips may be decreased or eliminated by the Superintendent/designee.

### Guidelines

1. Before a student can participate in field trips, parents/guardians must sign a "Parent Permission Form" which is provided in students' annual registration forms.
2. The school principal / designee shall ensure that all students have equal access to participate in field trips. Accommodations for students related to their Individual Education Plans, 504 plans, or medical plans shall be made for all field trips.
  - a. As necessary, team meetings should be held with students' parents / guardians to identify and plan for accommodations to ensure each student has equal access to participate in planned field trips.
  - b. Team meetings should be held at least three weeks prior to the field trip to ensure accommodations can be made with transportation and the location and sponsor of the activity.
3. Pursuant to Board Policy 2428, Parental Rights, parents/guardians also have the right to request reasonable accommodations for field trips, including requesting for their child to be excused from field trips or to participate in an alternative learning activity.
4. It is the responsibility of all teachers to assure proper supervision of students on field trips, and to submit an itinerary, including a list of other chaperones, to the building principal/designee.

### Field Trips as Part of the Curriculum

1. Curricular field trips must be part of the core curriculum of the class or grade.
  - a. The primary function of curricular field trips is to serve as a supplemental educational learning experience for academic programs.
  - b. Teachers are encouraged to work with the building principal to plan appropriate field trips, consistent with the curriculum of each class or grade level, as part of the overall planning for the school year.
2. All students in a specific grade or class must be allowed to attend a field trip if a class trip is planned.

3. Attendance on field trip days is accounted as days of attendance at school.
4. Field trips as part of the core curriculum shall not be used as rewards.
5. Field Trips that are part of the core curriculum will be provided at no cost to the student.

### **Non-Curricular Field Trips**

1. Non-curricular field trips are acceptable as part of a school club or afterschool program.
2. Elementary student activity funds shall not be used to cover the cost of non-curriculum field trips.
3. Certain trips may have added costs, which will be assessed to each student.
  - a. Special arrangements may be made for students who are unable to pay.

### **District Sponsored Grade-Level Field Trips**

1. The following field trips are designated as District Level Trips and the cost of transportation for these trips will be covered at the district level.
  - a. Rendezvous activities for fourth grade;
  - b. Fifth grade outdoor education experience at the District's Pine Basin facility, and/or Bike Ride;
  - c. District 6th Grade Track Meet;
  - d. Career on Wheels (C.O.W.) Day for 6<sup>th</sup> grade; and
  - e. Other field trips, as may be approved through the Superintendent/designee.

### **Lunches on Field Trips**

1. On days when a class or grade participates in a field trip, students may be expected to bring their own lunch, or the District may provide a sack lunch at the regular lunch prices for students in attendance.
2. If students qualify for free or reduced lunch, they shall be provided with a lunch under the same provisions while on a field trip.

**Transportation for Field Trips**

1. Field Trips which exceed more than 600 miles round trip or that require overnight lodging must be approved in advance by the Board and follow the requirements and guidance provided in Board Policy 2555 Overnight Travel.
2. All trip requests must be filed consistent with the administrative procedures for transportation.
3. District employees or volunteer chaperones shall not transport students to or from any field trip in their private vehicle unless they have received prior permission from the Superintendent / designee pursuant to Board Policy 8270 Transportation of Students in Private Vehicles.
4. A parent may transport his/her own child to/from the field trip destination only after receiving permission from the building principal.

**Trip Costs**

Schools are responsible to pay any invoiced costs for field trips.

**Prohibitions**

1. Pursuant to Board Policy 5385 Employee Conflict of Interest, elementary field trips may not be used for personal gain, financially or otherwise, to the building principal or teacher(s).
2. Field trips, at which attendance could present extraordinary liability to the District, the school administration, or teacher, should not be allowed.
3. Field trips shall not be scheduled outside regular school hours without first obtaining approval from the Superintendent/designee.

Adopted: 03-13-1991      Reviewed: 01-17-2018      Revised: 06-08-2005  
02-08-2012  
11-05-2014  
08-08-2018  
02-14-2024

Cross Reference:      Extended Out-of-District or Overnight Travel #2555  
                                  Chaperones #2565  
                                  Indemnification Hold Harmless Agreement #2565F  
                                  Student Conduct and Discipline on Buses #8240