

Instruction

Field Trips ¹

The Board of Education encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. ²

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. ³ The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: ⁴ educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs. ⁵

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Employee/Volunteer Conduct on Field trips: District employees and volunteers are subject to all Board policies, including but not limited to the behaviors outlined in Board Policy 5:50 while on any field trip on or off campus during the duration of the trip or activity. Employees may be subject to discipline for such behavior; volunteers may be refused further opportunity to serve the District. In the event that any employee or volunteer causes damage to person or property as a result of a violation of this policy, such person may be liable for such damage.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them. ⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ This is an optional policy. The following is an optional section for including class trips; add to the bottom of the policy and add "and Recreational Class Trips" to the policy's title.

Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational program. The provisions in this policy concerning field trips, except those regarding educational value, are also applicable to recreational class trips.

² As an alternative, substitute the verb "encouraged" for "permissible." State law also permits educational tours as a course supplement but does not authorize the use of school funds for such tours (105 ILCS 5/10-22.29b).

³ According to 105 ILCS 5/29-3.1, "[t]he school board may provide transportation for pupils on bona fide field trips in Illinois or adjacent states." The superintendent or designee is delegated the responsibility to approve field trips after considering the factors in the policy.

105 ILCS 5/29-6.3 allows districts to transport students in vans for school sponsored activities "provided that the van is operated by or for the district under a rental or for hire arrangement entered into by the district."

⁴ These are at the local board's discretion.

⁵ Transportation fees are permitted by 105 ILCS 5/29-3.1.

⁶ This paragraph is optional. It seeks to distinguish privately arranged trips from those that are controlled and sponsored by the district and provides a disclaimer.

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

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students), 5:50 (Drug and Alcohol-Free Workplace)

Action needed: 1st Reading

Summary of changes:

Add language for volunteer/staff behavior

Add language for privately arranged field trips

Update legal references

Update cross references

Current Policy

Section 6 - Instruction

Instructional Resources

Policy 6:240

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The Board of Education encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals.

Student activities involving travel shall be authorized by the Superintendent or designee. Each trip authorization shall be based on the written rationale of the travel's educational value as well as the safety and welfare of the students involved.

Guidelines for field trips are:

1. All field trips shall be adequately supervised by staff members and other adults.

6:240

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