

Instruction

Field Trips and Recreational Class Trips

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

All field trips must have the Superintendent or designee's prior approval, field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board. All funding must be secured thirty (30) days prior to the event. Any exceptions must be approved by the Superintendent. To be considered for approval, the following factors are analyzed when determining whether to approve a field trip:

Educational Field Trips

A proposal must be submitted to the Superintendent, or designee, with field trip requests. Whenever entrance fees, food, lodging or other costs are involved, these costs shall be assumed by the student, unless otherwise directed by the Superintendent or School Board; provided that no student shall be excluded from any field trip because of a lack of funds. On all field trips, a bus fee to be set by the Superintendent may be charged to help defray the cost of transportation. These proposals must include:

- Background information;
- Cost;
- Transportation Request Form #175, which must be completed and submitted with the proposal;
- Manner of funding for students;
- Names of chaperones and verification that a criminal background check has been completed by the School District;
- When required, an Itinerary Action Item, containing all of the above must be prepared by the Superintendent or designee and submitted to the Board of Education for approval;
- Any and all other pertinent information relevant to the trip.
- Where appropriate Form 87 needs to be completed and submitted.

In addition, the following factors are also considered:

- Educational value;
- Student safety;
- Parent concerns;
- Heightened security alerts;
- Liability concerns.

Parents/guardians of students shall be given the opportunity to consent to their child's participation in any field trip in writing. All non-participating students shall be provided an alternative experience. The teacher, in cooperation with the building Administrator, shall arrange for the supervision and appropriate study for the non-participating students. Documentation of consent shall be kept on file for one (1) year. Any field trip may be cancelled without notice due to danger to students, staff or chaperons. Non-refundable fees deposited may be forfeited.

Recreational Class Trips

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

The Board of Education of the Peoria Public Schools recognizes the value of off-campus recreational trips. An off-campus recreational trip is one in which a group of students goes to a destination away from the school. Any such trip shall have definite educational value or be directly related to a regularly sponsored activity of the school. Students must be prepared to receive maximum benefits prior to taking a recreational trip.

Provisions must be made for the safety of the students. Student groups must be under the supervision of certificated personnel. When conditions warrant, additional supervision shall be provided to aid the trip supervisor.

Off-campus recreational trips are grouped into four categories: all categories must have the approval of the building principal, but categories two, three and four must also have the approval of the Superintendent or designee. The Board must also give approval if the trip extends beyond the 200-mile radius or is an overnight trip.

Categories:

1. Walking – trips within the neighborhood of the school that can be reached safely.
2. District buses – trips within Peoria or to nearby locations. Travel from the school to the place being visited shall not take up so much time that it interferes with students' opportunities to realize all the educational benefits of the trip.
3. Chartered vehicle transportation – trips at greater distances than those covered in category two. The length of time and the means of transportation will depend on the purposes of the trip and the destination.
4. Privately owned cars – trips using privately owned cars must be driven by a licensed driver. Privately owned cars must not be loaded beyond their capacity to be operated safely. Each car must have adequate insurance coverage as specified in the administrative procedures.

CROSS REF.: 7:270 (Administering Medicines to Students)

ADOPTED: July 18, 2005

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