

Education Program

Series 600

Policy Title Student Field Trips and Excursions

Code No. 606.5

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Field trips shall include all organized travel by pupils under the direction of school employees away from the regular school attendance site.

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions.

The Board of Directors recognizes that a properly planned, well conducted and carefully supervised field trip is a vital part of the curriculum of any school. As such, student trips of significant educational value are to be encouraged. Local community resources should be considered the most important in planning field trips.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Parental permission will be required prior to the student's participation in field trips and excursions.

Trips outside Iowa require Board approval; all trips outside the continental United States will be considered non-district sponsored travel (see Policy 606.5-R2). Student conduct policy 503.1 will be in force on all school sponsored trips.

Written consent of the pupil's parent or guardian is required in advance for out-of-state

field trips or if the building principal deems it necessary. Parents will be notified whenever students are taken out of the building for field trips.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Legal Reference: (Code of Iowa)

390 C.F.R. Pt. 390.3(f) (2012).

Iowa Code § 279.8 (2013).

81 I.A.C. 43.9.

Adopted: January 13, 1975

Reviewed: June 16, 2014

Amended: January 9, 1989

December 9, 1991

April 3, 2000

October 5, 2009

November 5, 2018

Cross Reference: 503.1 Student Conduct
503.4 Good Conduct Rule
603 Instructional Curriculum
711 Transportation