

STUDENT FIELD TRIPS AND EXCURSIONS

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 if it is part of the curriculum.

In authorizing field trips and excursions, the principal shall 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. Written parental permission will be required prior to the student's participation in field trips and excursions. All Field trips must be approved by the Building Principal and the Superintendent. *The board's approval will be required for field trips and excursions which involve international or extended domestic travel or expense to students of over \$500.*

Field trips and excursions are to be arranged with the principal well in advance. 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.

The Board recognizes that a properly planned, well conducted, and carefully supervised field trip or excursion is a vital part of the curriculum in any classroom. As such, one student trip per grade level of significant educational value will be supported.

Field trips shall be accomplished in the time frame of the regular school day, unless there are educational reasons of such an overriding nature as to receive special consideration. Field trips for class enrichment may be approved within a reasonable distance of a school in the district, with such approval granted by the Superintendent or his/her designee. In general, the Board will not sponsor, subsidize, or approve any field trip or excursion (extracurricular trip) outside the State of Iowa. Exceptions to this out-of-state policy may be granted only (1) by application to the Board of Education, or (2) if the approved activity is related to those programs which are at least partially reimbursed by state or federal funds, with the approval of the Superintendent or his/her designee.

Extracurricular activities shall be those activities which are not a part of the regular school academic program and for which no approved class credit is given. Generally, the Board will not sponsor, subsidize, or approve travel for extracurricular type activities, except those held within the state which is approved by the organizations represented by the either the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union. Classes and extracurricular organizations desiring approval of a field trip or extracurricular trip which is not generally authorized under the terms of this policy may request that the Board approve and authorize such a trip. A request for exception must be made to the Board, in writing, by the sponsor of such activity. Such request shall be delivered to the Superintendent in ample time prior to the Board meeting at which the request will be considered for the Board to fully review prior to acting thereon.

In authorizing field trips and excursions, the Superintendent or designee principal shall 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.

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Field trips and excursions are to be arranged with the administrators well in advance. The classroom teacher must submit a detailed schedule and budget. The office will be responsible for obtaining a substitute teacher if one is needed. A summary of field trip activities will be included in the Annual Report that will be filed with the superintendent at the end of the school year and submitted to the board.

DAY TRIPS

School trips can be an integral part of the educational experience. All field trips during the day shall have significant connection to the established curriculum and be authorized by the building administrator after consultation with the superintendent.

Whether these types of trips will be allowed will depend on a number of factors including, but not limited to: weather, distance, cost of the trip, impact on the rest of the educational program, and the safety of the people involved. If admission prices are involved, that cost will be borne by the students following the same guidelines as student registration fees.

OVERNIGHT TRIPS

School trips that involve overnight travel are discouraged. Exceptions may be allowed, but other criteria must be present for approval such as:

- 1) All trips must include performances, competition, or participation in school scheduled events by the student group involved.
- 2) The trip is designed to be inclusive for interested students rather than exclusive.

Extra-curricular activity trips that are approved will be totally self-funded, including transportation, by the organization and/or students. Every effort should be made to avoid missing school if possible.

INTERNATIONAL AND EXTENDED DOMESTIC TRAVEL STUDENT TRIPS

International or extended domestic travel is defined as all travel to areas outside of the contiguous 48 states or travel outside of 500 miles from Dubuque. The Board of Education recognizes the potential educational value to students of foreign travel and of travel to other regions of the United States. The Superintendent will consider such travel and designate travel plans as “district-approved” only when a significant educational opportunity is presented that would not otherwise be obtainable without school sponsorship of the travel experience. The added educational value of the experience should strongly outweigh any perceived risks associated with the travel.

Approval by the School Board of an international or extended domestic travel student trip is required:

- 1) if any portion of the travel time requires either the student or staff chaperone to be absent from any school attendance day or portion of a day;
- 2) if funds to pay for costs come from a school budget or are raised through a school fund-raising activity or money deposited in a school activity account;
- 3) if students are recruited during the instructional day or during a school-sponsored club or organization;
- 4) if any kind of school liability or workers’ compensation coverage is desired;
- 5) if school vehicles or vehicles paid for with school funds or funds collected and maintained at the school are used for any portion of the trip.

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Approvals

Requests for student travel outside of the building should be completed either on “Field Trip Request Form” or “International or Extended Domestic Travel Student Trip Proposal”. After approval, copies of the “School Trip Request Form” are filed and sent to: *1) the business office 2) transportation 3) school building.*

All requests for approval for student travel outside the continental United States *or travel outside of 500 miles from Dubuque* must be made on the “International or Extended Domestic Travel Student Trip Proposal” and submitted to the building principal for her/his review and secondly, approval by the Superintendent.

- Requests must be submitted at least six (6) months prior to the proposed dates of travel.
- No commitments may be made or fund-raising initiated until all required approvals have been secured.
- In recommending approval for a student trip, the principal shall consider the educational benefit of the activity, the financial costs, and the inherent risks or dangers of the activity.
- Upon approval by the principal, the “International or Extended Domestic Travel Student Trip Proposal” must be submitted to the Superintendent and to the Board for district level approval.
- Following notification of the Board’s approval the sponsor of the travel must complete and submit to the Superintendent — no later than twelve (12) weeks prior to travel — the following reports:
 - Standards and Criteria Checklist for the identified travel agency
 - Trip Plan Checklist
 - Trip Detail Summary/Safety Plan
- All trip details, including itinerary, emergency telephone numbers and a complete roster of all participants with parent contact information must be filed with the principal prior to departure.
- Administrative staff and the teacher/coach/advisor will monitor conditions in the country or region of intended travel and will cancel the trip if either the travel agency or the State Department determines that travel is unsafe. If, during the time students and staff are abroad, conditions are determined by the teacher/coach/advisor, travel agency, or State Department to have become unsafe, the trip will be terminated and all students and advisors will return home as quickly as possible. Additional costs associated with trip cancellation will be the responsibility of trip participants, who must secure their own trip cancellation insurance if desired.
- *No extracurricular trips will be approved for international or extended domestic travel more than twice in a four year period unless they are curriculum related.*
- *No student will be approved for the same activity to attend more than twice in a four year period any international or extended domestic travel student trip.*
- *Exceptions to the above may be presented to the Board if placed on agenda by the Superintendent if he/she believes this is an extraordinary opportunity for students. The Superintendent will consider each on an individual basis using the definition of extraordinary to mean highly exceptional; remarkable: an extraordinary achievement standing out among others of its kind; superior to others of its kind; distinguished.*

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OUT OF COUNTRY TRIPS AND TRIPS OF A RECREATIONAL NATURE

In general, the school will not sponsor travel that will be out of the country, nor will it sponsor overnight trips where the primary focus of the trip would resemble a tour or a trip which would be mostly recreational in nature.

While other organizations may organize trips involving school students, the school will not be responsible for what happens on those trips. Under no conditions should this type of trip be portrayed to be under the sponsorship of the school or the participants portrayed as part of a school group. All individuals or groups involved in organizing such a trip will have to agree to the following conditions for student contact:

- 1) Group meetings, discussions, parental contacts and the like should all take place outside of the school day.
- 2) Written notice will be provided to the parents and students regarding the independent nature of the sponsorship of the trip with signatures of both parents and students required acknowledging the receipt of such information.
- 3) Those notices will be collected and given to the school.
- 4) Class time should not be taken for business or information related to the trip.

Legal Reference: 390 C.F.R. Pt. 390.3(f) (2003).
 Iowa Code § 279.8 (1995).
 281 I.A.C. 43.9.

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

Approved: January 8, 1973

Reviewed: February 20, 1978; July 13, 1987; August 12, 1996

Revised: March 14, 2005; March 12, 2007, April 9, 2012; May 14, 2012