

## **352 RULE    FIELD TRIP PLANNING CRITERIA**

Before a particular field trip is discussed with students, the professional staff should develop and discuss plans with building administration, and obtain authorization to proceed with the plans.

Arrangements for the trip, such as contacting persons in charge of the site, transportation and collection of parental consent forms, are to be made by the classroom teacher.

A field trip is of significant educational value if both the quality and quantity of the educational experience provided surpasses that which could be experienced in the classroom setting.

Criteria for proposed field trips:

1.       Field trips will be considered instruction and aligned with curricular objectives and state standards.
2.       Instructional activities, which will precede and follow the field trip must be identified.
3.       Expenses associated with the field trip shall be approved by administration.
4.       The educational value of the trip should warrant the time consumed in travel and at the site, and this trip should provide educational experiences, which cannot be provided by other means.
5.       Safety and environmental influences are factors to be considered. The number of chaperones required shall be appropriate to the age, grade level, and maturity of the students involved, and shall be determined by administration. A first aid kit must be obtained prior to departure. The classroom teacher must be in possession of the parent/guardian consent forms at all times during the field trip.
6.       An alternate educational experience and proper supervision will be supplied for any students whose parents do not wish them to participate in a field trip.

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