

## 6175-R Field Trips and Off-Campus Activities

- Field trips and off-campus activities are to be organized in advance and information provided to all involved parties (i.e. parents, administration, students, bus drivers). This information will be kept current, and any changes in field trip or off-campus activity details will be shared with involved parties in a timely manner.
- Parent or guardian permission for a student field trip or off-campus activity participation will be obtained.
- The building principal or designee will review and approve all field trip and off-campus activity requests.
- Field trips and off-campus activities must not interfere with the regular transportation of students to and from school.
- Field trip and off-campus activity supervision must be by School District staff who will use prudent judgement to provide a safe and orderly climate for each field trip and off-campus activity.
- School District owned or contracted vehicles are to be used so proper insurance is guaranteed. Private vehicles are not to be used for field trips or off-campus activities.
- The cost of field trips and off-campus activities will be the responsibility of the school unless the trip is included on the District field trip list.
- A majority of the field trip or off-campus activity time will be devoted to the educational aspects of the field trip or off-campus activity.
- Field trips and off-campus activities will normally be confined to the school day. When the field trip or off-campus activity extends beyond the school day, provisions will be made for housing, food and transportation as needed.
- All personnel will adhere to the established time schedule to assure maximum utilization of District personnel and vehicles.
- All transportation rules related to student conduct and supervision apply during field trips and off-campus activities.
- At least one week advance notification of field trips or off-campus activities to the proper personnel in the Transportation Department is required. Transportation of 100 or more students requires additional advance notification.
- The Superintendent of Schools may establish other regulations when deemed necessary.

ADOPTION DATE: February 10, 1997, Revised January 28, 2020

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 6175

ADMINISTRATIVE REGULATION: