

## STUDENT FIELD TRIPS AND EXCURSIONS

An administrator may authorize field trips and excursions when such events are tied directly to the objectives outlined in the curriculum of the CCSD school district. The board recognizes that a properly planned, well conducted and carefully supervised field trip is a vital experience and enhances the content of the approved curriculum. As such, student trips of significant educational value are to be encouraged. Local community resources should be considered in planning field trips.

In authorizing field trips and excursions, the building principal will consider the financial condition of the building budget or activity account, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors. Written parental permission will be required prior to the student's participation in field trips and excursions whenever the building principal feels it is appropriate.

The superintendent's approval will be required for field trips involving overnight accommodations. Board approval will be required for field trips and excursions which involve unusual length, expense or involve travel outside of the United States. Field trip requests submitted to the Superintendent or Board of Education for approval shall include the itinerary, transportation arrangements, supervisory arrangements, a statement of educational purpose, and a travel budget. Extended school trips during the regular school term are discouraged except for during holiday and vacation time.

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 building from which the trip emanates will be responsible for obtaining a substitute teacher if one is needed. For each field trip there must be a transportation request submitted online in advanced. This must have approval from the appropriate administrator before transportation will be scheduled and may be denied if school owned vehicles and/or operators are not available. Private transportation for such trips may be possible under special circumstances with the approval of the appropriate administrator.

Legal Reference:       390 C.F.R. Pt. 390.3(f) (2012).  
                              Iowa Code § 279.8 (2014).  
                              281 I.A.C. 43.9.

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

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