

INSTRUCTION

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board.

The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns.

On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

Single School Day Field Trips

Teachers may request field trips for grades kindergarten through eighth grade on school days. The Superintendent or the Superintendent's designee shall review and approve/disapprove teachers' requests for student activities involving one-day travel taking place during the school day. Each trip authorization shall be based on the travel's educational value and support of the District's educational goals, the safety and welfare of the students involved, and impact on instructional time.

Guidelines for single school day field trips include:

1. All field trips shall be adequately supervised by current District 29 staff members and students' parents/guardians, as appropriate.
2. All chaperones are required to review the handbook, "Chaperone Guidelines for School Districts." Chaperones are not allowed to bring younger siblings or other children who are not part of the class on the trip.
3. All chaperones must have completed a finger print-based criminal background check prior to participation on the trip.
4. Fees for transportation and admission shall be assumed by the School Board. In addition, the District will assume the costs for a reasonable number of staff and parent chaperones.
5. All participants (students and chaperones) will pay for or bring their own food as appropriate, with the exception of those qualified to receive subsidy from the federal Free and Reduced Lunch program.
6. Parental/legal guardian permission must be obtained in advance of the trip.
7. Teachers/chaperones should carry emergency contact information for each student in their group while on a field trip.

8. Teachers should meet with the school nurse to discuss information pertaining to student medical needs and obtain any necessary student medication.
9. Alternative in-school activities will be provided for children who are unable to participate in the field trip.
10. The principal, Superintendent or Board of Education may postpone or cancel school trips when necessary to ensure the safety of students, teachers, and chaperones and for other appropriate reasons.

Overnight Field Trips

Teachers and administrators may request overnight field trips for students in fifth through eighth grade. The extended field trip may include an overnight stay of one or more nights. Requests for overnight trips shall be presented to the Board of Education for approval and sponsorship. Each trip authorization shall be based on the travel's educational value and support of the District's educational goals, the safety and welfare of the students involved, and impact on instructional time. Board sponsored trips will be organized by the District administration and/or teachers, who may work with private tour companies. Student participation in overnight field trips is not required.

Guidelines for overnight field trips include:

1. All overnight trips will be adequately supervised by current District 29 staff members and students' parents/guardians, as appropriate.
2. The administration shall approve/disapprove all trip chaperones. All chaperones are required to complete an orientation and sign off that they have reviewed the handbooks, "Chaperone Guidelines for School Districts" and "Overnight Stay Guidelines for School Districts."
3. All chaperones must complete a fingerprint-based criminal background check.
4. Chaperones are not allowed to bring younger siblings or other children who are not part of the class on the trip.
5. Overnight trips that include male and female students shall have male and female chaperones whenever possible.
6. Fees for transportation, food, lodging, and admission shall be assumed by students' parents/guardians. Costs associated with the Director/Sponsor, and Chaperone stipends (for non-school hours only), as well as fees for transportation, food, lodging, and admission will be included in student fees related to the specific excursion.
7. Fees imposed for overnight trips may be waived or reduced for students who demonstrate verified economic hardship. The Superintendent will be responsible for establishing procedures to review requests for fee waivers or reductions and to notify students and parents of the availability of the process for requesting a fee waiver or reduction.
8. Parental/legal guardian permission must be obtained in advance of the trip.
9. Teachers/chaperones should maintain a copy of the student emergency medical release form and emergency contact information for each student in their group.
10. Teachers should meet with the school nurse and/or parents to discuss information pertaining to student medical needs and obtain any necessary student medication.
11. Emergency procedures for issues such as theft, illness, vehicle emergency, weather delays, and student misconduct, must be established prior to the trip.
12. Students and staff remain subject to all school and District policies and rules of conduct, including disciplinary consequences, during the school trip. Student behavior prior to the trip, regardless of whether a suspension is imposed or not, may impact whether a student will attend a school trip.
13. Overnight room arrangements shall be coordinated prior to the trip. No students are allowed to stay in a room alone with a chaperone (other than their own parent or legal guardian). Shared rooms are only permitted with same gender students.
14. A system for communicating with students will be clearly established.

15. Swimming is not allowed on overnight trips.
16. Alternative single school day field trips and/or in-school activities will be provided for children who are unable to participate or choose not to participate in the overnight trip.
17. Fundraising for overnight field trips shall be in accordance with Board Policy.
18. The principal, Superintendent or Board of Education may postpone or cancel overnight school trips when necessary to ensure the safety of students, teachers, and chaperones and for other appropriate reasons. When the District cancels a trip, money shall be refunded to students in accordance with the refund policies of the tour company providing services for the trip.

LEGAL REF.: 105 ILCS 5/29-3.1.

APPROVED: AUGUST 2020