

SCHOOL-SPONSORED FIELD TRIPS

Field trips often enhance the program of instruction and add much to the education of a child. School-sponsored field trips must be planned with an educational purpose related to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

1. Value of the activity to the particular class group, or class groups
2. Relationship of the field trip activity to a particular aspect of classroom instruction
3. Suitability of the activity and distance traveled in terms of the age level of participating students
4. Mode and availability of transportation
5. Cost

Due to the increased cost of transportation and a limited budget, all field trips should be carefully scrutinized by the administration prior to approval.

All parents of students who are eligible to participate in the field trip shall be notified in advance of the activity. Each child who goes on a field trip must have written parental consent, including walking excursions off school grounds.

Field trips occurring during vacation periods which are organized by individual Pattonville staff members, on their own or in association with outside organizations or companies are not school-sponsored activities. The policy and procedure regarding these trips will be found in policy IICAB and procedure IICA-R. Such field trips are not under the control or supervision of the school district. Pattonville staff members who organize or otherwise participate in such field trips are not acting within the scope and course of their employment with the district. Exceptions to this would be field trips that occur as a result of students qualifying during the school year for state or national competitions scheduled to take place during vacation periods. Field trips which occur during vacation periods and are taken as a part of a staff member's stipendiary assignment are also exceptions.

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Cross Refs.: IICAB, IICA-R