

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 involving overnight stays must have the prior approval of the School Board. Board of Education approval is not required when the overnight stay is a result of school approved competition.

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, except that the District will pay such costs for students who qualify for free or reduced school lunches. 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.

Student field trips during school hours will be permitted subject to the availability of transportation equipment and funds. The principal or his/her designee must approve all field trips and be responsible for making transportation arrangements with the Director of Transportation.

Board of Education approval is not required when the overnight is a result of school approved competition.

Transportation for field trips shall be restricted to school vehicles, district-contracted commercial carriers, or private vehicles, for which approved vehicle usage statements are on file.

Parental permission to participate in field trips, along with any required insurance coverage shall be secured in advance of the scheduled trip.

Athletic Trips

The district shall provide transportation for school athletic teams to out-of-town athletic events in which local teams are participating. Transportation will normally be provided by school vehicles. However, under unusual circumstances, district contracted commercial carriers or private vehicles can be used with the approval of the director of athletics and/or the superintendent.

Trips by Student Groups

Recognized student groups may utilize district buses for trips approved by the school principal, provided transportation equipment is available and the district is reimbursed for the operating costs of the bus or buses. The director of transportation shall be responsible for scheduling trips by student groups.

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

First Reading: May 19, 2021

Second Reading: June 24, 2021

Third Reading and Adoption: July 21, 2021