

STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions within the state. Field trips and excursions outside of the state that do not meet the four criteria will be made on alternate transportation. The four criteria are:

1. The operation or trip must be directly connected with and contribute to the educational development of the students;
2. The operation must be sponsored by the school and supervised by the school authorities;
3. The trip must be considered an official school function; and
4. The school district transportation vehicle must be transporting students, teachers and a reasonable number of parents as chaperones.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the state. Board approval will be required for field trips and excursions which involve unusual length or expense.

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 school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Legal Reference: 390 C.F.R. Pt. 390.3(f) (2012).
Iowa Code § 279.8 (2013).
281 I.A.C. 43.9.

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

Approved: Feb. 11, 1985, March 15, 2021
Reviewed: Aug. 24, 2005, Jul 27, 2015, February 15, 2021
Revised: Sep. 21, 1992