

Administrative Procedure – Field Trip Regulations

1. All trips away from the building will be considered field trips and must have formal approval.
2. Field trips may be teacher initiated and must have no cost to the district.
3. District initiated trips will be reviewed on an annual basis.
4. All field trips require principal approval.
5. All field trips require approval by the Superintendent or his/her designated representative.
6. Field trips should have definite educational value and have direct connection with classroom instruction, serve to enhance or supplement present subject areas, and be aligned with State Learning Standards in that fundamental learning area.
7. Field trips listed in paragraph #6 above may be allowed during school time (release time). Any other field trips should be allowed during free time only.
8. Field trips may be used as part of the school's grade or behavior incentive program. Such trips should be allowed during free time only.
9. Walking field trips within the district should be limited to one hour.
10. Field trips taken beyond a 200 mile radius of Granite City or trips beyond a 200-mile radius involving student-fund raising activities must have prior Board approval one month prior to any student commitment, parent notification, or fund raising activities. This does not apply to athletic events, speech, band contests, debates and other events governed by the Illinois High School Association. Students may be excluded from lack of participation in fund-raising activities but not for lack of personal contribution of funds.
11. All field trips must be adequately chaperoned.
12. All teachers must accompany their students on field trips unless assigned other duties.
13. Each regular class in elementary, intermediate, junior high or high school will be allowed one trip per year that involves transportation. Special Education field trips shall be approved based on the individual educational plans developed for each special program.
14. Additional costs of all kinds should be held to a minimum.
15. Souvenirs should be discouraged.
16. At the building level the building principal will have the responsibility of approval or disapproval of any field trip with final approval to be granted by the appropriate department director. Realizing there are exceptions to any set of rules and regulations, it is his//her decision to justify the educational value of the event.
17. Student trip approval forms must be submitted to the Superintendent or his/her designee at least ten days prior to the trip. If it is a trip, which requires Board approval, the form must be submitted early enough to be placed on an agenda prior to the trip.
18. All buses will be ordered through the Superintendent or his/her designee.
19. School picnics will be treated as field trips.
20. No trips involving travel costs, that are prepaid by the District, will be approved after the last day of school.

Adopted: 11/09/2004

Revised: 5/28/2013