



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 6-240

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INSTRUCTION FIELD TRIPS AND TOURS

The Board of Education encourages field trips and tours when they are an integral part of the school curriculum and contribute to the District's desired educational goals. A school field trip is defined as one or more students leaving the school campus under the sponsorship of the school and supervision of school employees for educational purposes. Tours are defined as trips that require one or more overnight stay(s).

School field trips and tours must be authorized by the Superintendent or a designee upon written application. Authorization shall be based on the following considerations:

1. Classroom instruction has priority;
2. Trips and activities requiring absence from class or requiring a commitment of District resources must be of substantial educational value and merit;
3. The safety and welfare of individual students is a primary consideration; and
4. Informed parental permission must be obtained in writing prior to the trip or tour.

The administration shall prepare guidelines to ensure effective implementation of this policy. The District shall inform participants that it retains the right to cancel trips should it appear that the safety and welfare of students require it.

The District shall furnish adult supervision for student trips or tours, including trips to other schools or locations for competitions. All students participating in such trips are required to travel as a group under the supervision of a faculty or staff member, unless specifically excused by the trip supervisor.

Because trips and tours are considered part of the total school program, all school rules and students behavior codes apply. Misconduct on a school field trip or tour will result in disciplinary action.

All direct costs of the trip or tour, such as fees, food, lodging and transportation, shall be assumed by the student, unless otherwise stipulated by the Board, provided that no student shall be excluded from any trip, which is required or a customary part of a class or extracurricular activity, because of lack of funds.

The Board also recognizes that students may participate in activities that involve District faculty but are not sponsored by the District. The District shall take appropriate steps to learn of such situations and to communicate to students and parents the District's non-sponsorship. Faculty or staff who are involved in trips or tours that are not sponsored by the District are required to inform the Superintendent or designee of such involvement and to comply with any applicable District guidelines.

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.

Adopted: 10/17/94

Amended: 7/28/03

Affirmed: 4/17/2006

Revised: 11/18/2013