

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

4.22 - Educational Field Trips

POLICY:

Instructional field trips may be requested by a principal to nearby places of educational interest. A detailed plan of each trip on the proper district form shall be submitted to the Superintendent for approval at least three weeks prior to the date of the field trip and shall follow the provisions set forth in School Board Policy 3.21 – Chaperons for School/Social Functions. Saturdays should be used for field trips as much as possible.

- (1) Each student participating in a field trip or other off campus school-sponsored activity shall have on file in the office of the principal a Field Trip Form or School Extracurricular Activity Form signed by the child's parent or guardian. The Medical Authorization Form shall accompany each student participating in a field trip or extracurricular trip.
- (2) All field trips shall be educational in nature and it is the responsibility of the Principal to adhere to that with pre-trip and post trip activities being required from the teacher.
- (3) Single day educational trips on regular school days are limited to a distance of one hundred and twenty-five (125) miles one way by the most direct route using the official state highway map. This distance may be increased to one hundred and fifty (150) miles for trips scheduled on Saturdays.
- (4) All overnight trips and out-of-state trips require Board approval.
- (5) When a district owned school bus is used, the bus shall be checked and inspected by a mechanic prior to use and a licensed school bus driver shall be used.
- (6) A member of such clubs as FFA, SGA, and similar school organizations making field trips to the State Fair, a camp, or similar trip must be passing his/her academic work and shall have his/her project or projects up-to-date.
- (7) The principal shall keep a list of names of students in grades 9 - 12 making the trip and within ten (10) days after the trip, shall verify in writing, that students have complied with the provisions of School Board policy.
- (8) Field trip expenses shall be paid from each school's allocated field trip budget or designated projects unless otherwise directed by the Superintendent or School Board.
- (9) The principal's designee and instructional personnel are in charge of all field trips.

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STATUTORY AUTHORITY: 1001.42 (2) (17), F.S.

LAWS IMPLEMENTED: 1001.42 (2), F.S.

STATE BOARD OF EDUCATION RULES: 6A-3.015

HISTORY:

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