

## Instruction

### Field Trips

Field trips and tours will be conducted within the following guidelines:

#### Sponsoring Teacher – Procedures

##### School Sponsored Trips

1. Secure the approval of the trip by building Principal.
2. Seek Board approval if trip is greater than 200 miles away.
3. Reserve the date of the trip and complete a transportation request form.
4. Arrange for appropriate supervision/chaperones.
5. Collect permission slips and fees from students.
6. Obtain the emergency medical kits from the building Nurse and medical alerts for students attending the trip.
7. Notify the office of those students attending the trip.

##### Non-school Sponsored Trips

1. The teacher, acting as a private agent, must advise his/her Principal of his/her intent to plan a non-school trip.
2. The trip should be planned to take place when school is not in session.
3. The non-school sponsored trip shall be presented to the board as an informational item. The board will not formally approve the trip since it is not school sponsored. However, if the Board of Education has concerns about the trip they may deny the request. If the request is denied neither the teacher nor the company organizing the trip can utilize any of the school resources to contact students. This includes sending home information through the school, meeting at the school, advertising the trip at school.
4. The teacher, acting as an agent may seek the approval of the Superintendent to disseminate informative material about the trip to parents and students through the district's email systems one time only. All communication after the initial information should be communicated through the agent and/or company.
5. A clear written indication that neither the school nor the Board of Education is sponsoring the trip must accompany any disseminated materials. Any packets and/or specific handouts must be submitted to the building Principal who will verify that non-school notification has been included
6. Students should not be contacted during regular school hours. The Principal will approve a limited number of meetings related to the proposed trip that can be held in the school building after school hours.
7. The teacher, acting as a private agent, must notify the office of the participants ten (10) days in advance of the trip.

## Limitations

### Elementary School

1. All trips shall be less than 200 miles in distance.

### Middle School

1. There is a limit of one (1) trip greater (school sponsored or non-school sponsored) than 200 miles per fiscal school year.
2. All trips must be in the country.

### High School

1. There is a limit of two (2) trips greater than 200 miles per fiscal school year (sponsored and non-school sponsored).
2. There is a limit of one (1) out of the country trip every year fiscal school year (sponsored and non-school sponsored).

The Board of Education may approve additional trips above and beyond the limitations stated above if they desire. Any field trip exceeding the limitations must be approved by the Board of Education.

LEGAL REF.: 105 ILCS 5/29-3.1

CROSS REF.: 7.270

Adopted: April 25, 1996

Revised: January 28, 2004

Revised: August 14, 2013

Revised: August 8, 2018