

## I-36 FIELD TRIPS AND EXCURSIONS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the Plainfield Schools, field trips may be authorized by the building principal, with the exception of overnight coeducational activities by students which must have prior Board approval.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

1. Value of the activity to the particular class group or class groups
2. Relations of the field trip activity to a particular aspect of classroom instruction
3. Suitability of the activity and distance traveled in terms of the age level
4. Mode and availability of transportation
5. No student will be excluded due to cost

All out of state and overnight field trips must be approved by the Board.

Student safety and proper operation and care of school vehicles shall be primary considerations.

Students going on a trip must have the permission of the teacher accompanying the group, that of the principal of their school and the written permission from one of their parents. Parental permission shall be secured on a trip-to-trip basis.

All field trips must have one chaperone for every ten students. The central office may waive this requirement depending on the type of trip. All volunteers are required to complete a limited background check. All overnight field trips require volunteers to complete an extended background check.

It is advisable, on all trips outside the Plainfield area, for selected parents to be encouraged and requested to participate as an aid to the teacher in charge of a trip. Where a mixed group of students is going on an excursion, it is preferred that both men and women teachers and parents shall accompany the group. In the case of overnight trips, this is mandatory.

Field trips to foreign countries will not be approved. Student trips beyond the borders of the United States that are organized by an independent or outside agency are not school sponsored field trips. Such a trip will not receive any form of approval from the administration. No classroom routine shall be compromised by any "recruiting" activities. Nor should any of the trips occur if a staff member is involved, when school is in session. The staff member involved in such trips must notify the parents in writing that the trip is not sponsored by the school corporation, and the school corporation is not liable or responsible for the safety of the students while on the trip. The staff member or outside agency should not use the name of the corporation in any manner which would associate it with the trip or any person or group involved in the trip.

SOURCE: Plainfield Community School Corporation  
Plainfield, Indiana

ADOPTED: Prior to 08/10/66

REVISED 08/01/72, 06/12/79, 04/12/90, 11/11/99, 11/13/03, 05/13/10, 11/10/2016