

## FAIRFIELD AREA SCHOOL DISTRICT

### FIELD TRIPS

5440

- 5440.1     Definitions  
Field trips will be defined as any journey by students in a specific grade or class away from the school premises under the supervision of a teacher. Such trips are an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.
- 5440.2     Planning  
Field trips shall be well planned and well conducted and shall be an integral part of the learning process. Subject teachers are urged to schedule student trips to places of vital and timely interest. The visit should be well-timed to fit the topic under consideration and a follow-up discussion is required.
- 5440.3     Field trips should be scheduled when they do not unduly inconvenience the establishment to be visited.
- 5440.4     Field trips must have the approval of the Building Principal and the Superintendent.
- 5440.5     All overnight field trips must have the approval of the Building Principal, the Superintendent, and the Board.
- 5440.6     All out-of-state field trips that exceed a 75 mile radius from the District boundaries must have the approval of the Building Principal, the Superintendent, and the Board.
- 5440.7     Field trips should be coordinated between classroom and grade levels so that the trips are taken at the most appropriate times.
- 5440.8     Students taking field trips are required to turn in a permission slip signed by a parent or guardian. No student shall be permitted to make the field trip without having a signed permission slip.
- 5440.9     Students violating school regulations will be handled according to school policies and procedures.
- 5440.10    At least one teacher must accompany all field trips.

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FIELD TRIPS (Contd)

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- 5440.11 There must be at least one teacher/parent/guardian per bus (maximum of five (5) per bus).
- 5440.12 Overnight field trips require at least one teacher/parent/guardian for every fifteen (15) students.
- 5440.13 Only current Fairfield students will be permitted to participate in field trips.
- 5440.14 Students may be excluded from field trips at the discretion of the Principal.
- 5440.15 Plans must be made for those students not making the field trip. The assignment should be related to the same subject matter being covered by the trip and should not be a punishment assignment.

Revised December 3, 2001