

# EDUCATION PROGRAM

## Series 600

Policy Title Student Field Trips and Excursions

Code No. 606.05

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the state. Board approval will be required for field trips and excursions which involve unusual length or expense. Field trip forms require superintendent approval.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

**NOTE: This is not a required policy but one that is recommended. The board may need to amend it to reflect current practice.**

**Legal Reference:**

390 C.F.R. P. 390.3(f)  
Iowa Code § 279.8  
281 I.A.C. 43.9

**Cross Reference:**

503.04 Good Conduct Rule

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