

ADMINISTRATIVE REGULATION

No. 215

Board of Trustees Douglas County School District

PROGRAM

INSTRUCTIONAL FIELD TRIPS

Principals will need to determine which requested field trips have the highest instructional value. All instructional field trips must be an outgrowth of instructional activities in the classroom. While there is no distance limitation on a field trip, the limitation of resources available to the total school will, by necessity, mandate that trips be planned that are of reasonable distance and cost.

Principals are responsible to review all requests for instructional study trips prior to granting approval. The number of instructional study trips as well as the locations and topics shall be reviewed with the superintendent annually. The cost of the trip (including transportation) shall be the responsibility of the school.

Students may be required to pay a fee for a particular trip; however no student shall be denied access to the activity due to an inability to pay. The cost of each trip may be covered by any combination of available resources including:

- school discretionary funds
- fund-raising activities
- gifts, grants and donations
- individual student fees

No trips should be sanctioned by the School District or supported by District vehicles that are purely recreational in nature. The only exception to this restriction would be consideration of special events for graduating classes prior to graduation (classes which are spending their last year in that particular school).

Under no circumstances should private transportation be utilized to transport pupils to or from a visitation site that is considered a school-sponsored or school-sanctioned activity. Walking trips are permissible with prior approval of the principal and written parent notification.

[See Policy related to this Administrative Regulation](#)

03/81
Revised: 09/13/11