

**ADMINISTRATIVE PROCEDURE**  
**INSTRUCTION**

**Administrative Procedure – Field Trips**

The Administration may set limits on the number and type of field trips based on:

- 1) Degree of curriculum alignment with the field trip
- 2) Availability of buses
- 3) Availability of bus drivers
- 4) Financial consideration
- 5) Other pertinent considerations or factors

During financially difficult times, the administration may require a fee payment to partially or fully compensate the district for the cost of the field trip. The administration may also limit the number of miles a field trip may occur away from the school.

Since the Board of Education and the Administration do not want a student to be denied participation in a Field Trip for financial reasons, it will be the responsibility of the sponsors of clubs, teams, organizations, etc. to include additional monies in fund raising goals to fund the participation of any student whose financial situation is such that paying for a trip would be an undue hardship. In general, the Board and Administration would support an “all go or none go policy” with respect to these trips, especially if financial circumstances are the reason for self-exclusion on the part of a student.

ADOPTED: October 3, 2000

REVIEWED: December 3, 2010

REVISED: December 11, 2013