



Provo City School District

Policy Series 4000: Curriculum, Instruction & Assessment

4006 P1

Student Travel: Field Trips

Field trips are defined as district-sponsored travel, lasting a duration of one day or less, away from school premises under the supervision of a teacher, which is related to an approved course of study for the purpose of affording students a direct learning experience not available in the classroom.

The following general procedures shall apply:

1. Staff members must have approval from their supervisor before engaging in discussions with students or parents about potential field trip activities. Field trip supervision must be provided by a District employee, preferably the sponsoring teacher/activity advisor/coach. All chaperones must either be district employees, under the direct supervision of a district employee, or have been approved and fingerprinted per [District Policy and Procedure 5630](#).
2. The transportation costs for field trips conducted during school hours shall be borne by the district.
3. Payments must be processed following District accounting procedures.
4. *Approval in concept*: Prior to any detailed planning, parent or student involvement, the teacher will prepare a conceptual description and rationale for the proposed trip.
5. *Trip Planning*: After approval in concept, the staff member is responsible to work with the principal to develop a detailed plan including curricular rationale, supervision, itinerary, cost, student costs, fundraising plans, and other details.
6. *Trip Approval*: The principal, in consultation with district office, provides the approval for such field trips.
7. Each school shall annually establish a field trip budget allocation.
8. It is the responsibility of the principal to authorize each field trip and supervise the process used by the teacher and students. The staff member shall submit a completed field trip request form to the principal **at least two weeks prior to the field trip**. Each field trip must be integrated with the curriculum and coordinated with classroom activities which enhance its usefulness and relationship to the instructional program.
9. The staff member shall contact the field trip site to make specific arrangements so that the desired activity can be coordinated with classroom studies.
10. The staff member shall be responsible for securing additional adult supervision for the trip (general guideline: one adult to a maximum of ten students). The principal and staff member responsible should consider a variety of factors including: age of students, special needs of students, location, facilities, potential hazards, planned activities, and other appropriate conditions when assigning adult supervisors. The principal may decide to appoint a designee to assist the staff member responsible with supervision on the trip.
11. It is the responsibility of the teacher/sponsor of the field trip to ensure that all students are accounted for on buses and at all times during the field trip.

12. Elementary school travel ten or more miles from the school requires use of a district bus (or other properly equipped district vehicle) or licensed public carrier. However, the student may travel with their own parent. Elementary school travel less than ten miles from the school may be provided by staff and parents who are willing to assume all legal liability associated with personal transportation, and have completed the online Risk Management driver video training and test. [See also Policy/Procedure 6625 for additional guidance on private vehicle transportation.](#)
13. Secondary school travel requires the use of a district bus or licensed public carrier. However, the student may travel with their own parent or guardian.
14. Walking field trips in the vicinity of the school may be approved by the principal.
15. The staff member shall be responsible to contact parents providing reasonable advance notice with information regarding the purpose of the trip and other pertinent information. Each student participating in a field trip must first return a permission slip signed by their parent. It is the responsibility of the teacher scheduling the trip to see that permission forms have been completed for each student prior to going on the trip. Only authorized forms signed by the parent or guardian will be accepted. The staff member/teacher in charge must carry copies of up-to-date and completed emergency cards for each student. Emergency cards and/or permission slips must contain parent permission for a health care provider to deliver emergency medical treatment. Insurance and billing information must also be provided.
16. In the event of an emergency while on a field trip, the staff member in charge will notify their supervisor to make arrangements for promptly notifying parents of all students involved.
17. The staff member will make arrangements for those students for whom they are responsible that choose not to participate in the field trip.
18. A letter of appreciation should be sent to the site host upon completion of the field trip.
19. Fees may be charged for travel associated with extra-curricular clubs and activities. All associated fees for travel, admission and food must be included on the district approved fee sheet and are subject to fee waiver.
20. If field trip/travel occurs over breakfast, lunch or dinner, meals must be provided. In order to minimize financial impact on families, meals can be purchased together as a group (i.e. pizza, sandwiches) or a minimal “per-diem” can be given to each student - \$10.00 for breakfast, \$15.00 for lunch, \$20.00 for dinner. All meals are subject to fee waiver.

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