



Book: BYLAWS AND POLICIES
Section: 2000 PROGRAM
Title: EDUCATIONAL FIELD TRIPS AND EXTENDED LEARNING
EXCURSIONS
Code: 2340
Status: Active
Legal: I.C. 20-27-9-3
Adopted: September 15, 2020

GENERAL STATEMENT OF POLICY

Educational field trips are an integral component of the instructional program, and a valued part of the teaching/learning process. Field trips and other forms of excursions can effectively provide extended instruction and enriched student experiences beyond the confines of the regular classroom environment. All field trips taken during times when school is in session should directly relate to the instructional program appropriate to the students involved.

Equal opportunity to participate in field trips or excursions by all of the students in a particular class, course, or other defined group shall be a requirement for the approval of the field trip or learning excursion by the Edison School of the Arts. Education field trips and learning excursions for students enrolled in the various IPS Special Education programs shall be considered and acted upon in the same manner as all other requests for field trips. The ability of students or their parent/guardians to pay any portion of the expenses-connected with the field trip or excursion should not be required as a condition for participation by the student in any field trip or learning excursion which is planned to occur during times when school is in session.

SCOPE OF POLICY

The purpose of this policy is to set forth the general requirements to be followed in approving requests for educational field trips and other excursions involving Edison students. The policy also defines the three (3) major categories of field trips and other excursions.

CATEGORIES OF EXCURSION

All field trips and excursions involving Edison students will be classified into one (1) of the three (3) categories defined as follows:

Category	Description	Student Participation	Approval
Automatic Sanctioned	<p>All trips planned at the district level that relate to the</p> <ul style="list-style-type: none"> regular instructional program, interscholastic competitions, official Edison athletic teams. 	<p>All students shall</p> <ul style="list-style-type: none"> have the opportunity to participate and, not be dependent upon the student's or parent's ability to pay. 	<p>Field trips and excursions that fall into this category are automatically approved as Edison sanctioned events.</p>
Discretionary	<p>All field trips or excursions that fall into this category are</p> <ul style="list-style-type: none"> educationally related, generally, school initiated, occurs during the school day, involves the use of IPS property, utilizes IPS provided transportation. <p>Only those field trips and excursions that are approved shall be recognized as Edison sanctioned events.</p>	<p>All students' participation during the school day shall</p> <ul style="list-style-type: none"> have the opportunity to participate and, not be dependent upon the student's or parent's ability to pay. <p>Trips that occur outside of the regular school hours</p> <ul style="list-style-type: none"> may or may not have a cost factor for the student or parent, but may be a consideration when determining whether to approve the trip. 	<p>All field trips and excursions in this category must be approved by the principal within the parameters set forth above in this policy for this category.</p>
Extended Field Trips	<p>Extended field trips are those that</p>	<p>All students participating</p>	<p>Overnight – Principal and Executive Director</p>

	<ul style="list-style-type: none"> • require travel outside the State of Indiana, • outside of the Continental United States, • or those that require an overnight stay. 	<ul style="list-style-type: none"> • shall have the opportunity to participate • may or may not have a cost factor for the student or parent, but • may be a consideration when determining whether to approve or deny the trip. 	<p>Out-of-State – Principal and Executive Director</p> <p>Out- of-Country- Principal, Executive Director, and School Board members approval granted at least 30 days prior to trip</p>
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Any field trip or excursion that does not meet the criteria outlined in the categories above are hereby deemed to be a non-Edison sanctioned event, and thus, outside the scope and responsibility of Edison School of the Arts and the School Board.

ADDITIONAL RULES

The Executive Director is authorized to develop and adopt rules and regulations to further implement this policy, and to assist Edison, their principal(s), and their staff in carrying out the intended purpose of this policy, as long as said rules and regulations are consistent with the provisions contained herein.