

**SCOTLAND BOARD OF EDUCATION**  
**Board Policy**

**Instruction**

**Field Trips**

The Board of Education encourages planned student visits to places outside the regular classroom for the purpose of providing firsthand knowledge, stimulating the imagination, and encouraging further reading and investigation.

Field trips must be planned and conducted in accordance with administrative guidelines which will include provisions for notifying parents of the details of proposed trips and ensuring the adequate supervision of students who participate. Financial assistance is available to ensure the participation of students who would otherwise be excluded for financial reasons.

All trips within the state must be approved in advance by the Principal. Trips outside of the state, but within the country, must be approved in advance by the Board of Education.

In order to provide ample notice to parents and students and to assist them in preparing to meet any financial costs involved in field trips, the Principal shall publish a listing of all field trips approved by the Superintendent for the ensuing academic year including the projected costs to students, if any, and the number of days out of school which the field trip will involve.

The Board of Education will not endorse or support trips sponsored by private agencies and considers advertising and soliciting participation in such trips on school premises to be inappropriate.