

### 5.3.1 – Field Trips

The Van Buren School District will provide for innovative and creative experiences for students away from school both during the day and after the school day ends. Field trips will be classified as “Educational” or “Non-Educational” Field Trips.

“Educational” Field Trips are considered to be instructional activities held away from the school campus for the purpose of providing enrichment and/or reinforcement of a particular skill or concept found in the Common Core standards and supported in the official curriculum of the Van Buren School District.

“Non-Educational” Field Trips are considered to be activities without any specific purpose of enrichment or reinforcement of education standards or curriculum. Non-Educational Field Trips shall not be held during school hours unless it is a grade-wide or school-wide event approved by the Principal and Superintendent (or designee).

All Field Trips will be governed by the following:

- Written permission of parent/guardian of each child must be obtained by the teacher sponsoring the Field Trip.
- Transportation requests must be approved by the Principal and Transportation Director before the Field Trip Request will be approved.
- Must be approved by the appropriate Director of Learning Services.
- Unless the activity is an event sanctioned by the Arkansas Activities Association, costs of travel will be the responsibility of the school or activity.
- The classroom teacher(s) or employee sponsor(s) shall accompany and supervise students on the Field Trip bus and at the Field Trip site.
- The Field Trip group is responsible for the cost of a driver, expenses of the driver, or other incidental costs that might be incurred.
- Transportation for Field Trips shall be limited to vehicles approved by the Principal and Superintendent (or designee).
- School Field Trips may be restricted if travel outside the state of Arkansas is required.
- Approval for all Field Trips must be obtained at least 15 days prior to the event. Requests for approval should be submitted to the principal at least 15 days prior to the event.
- Should the Field Trip require overnight lodging, the sponsor and students will stay in the same facility for supervisory purposes. Sponsors are encouraged to use parent volunteers if needed.

All Field Trips requests must be accompanied by a justification for the Field Trip and must be approved by the Principal and Superintendent (or designee) on the appropriate Field Trip Request Form. All documents supporting the field trip must be completed and submitted to the appropriate party at least 15 days prior to the event.

Approved by Board of Education 07/16/13  
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