

FIELD TRIPS AND EXCURSIONS

School sponsored field trips, excursions; co-curricular and extra-curricular trips beyond School District property must be justified by their benefit to the students in relation to the curriculum and shall be subject to the following considerations:

1. The value of the learning objectives
2. Loss of instructional time: The Superintendent shall closely monitor all travel to ensure that students and staff are not losing instructional time unnecessarily due to these activities.
3. Distance
4. Cost
5. Safety/liability (including medical support)
6. Adequate supervision

Field trips, excursions, co-curricular and extra-curricular trips, as school activities, are considered an extension of the school campus. Therefore, all school district policies and school rules shall apply for all students as well as chaperones.

Field trips may be authorized by the principal.

The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the principal. A Warning and Consent Form should be sent to the parents of each child participating for a signature and return. This is to be done after the field trip has been authorized. No child may leave the school grounds on a field trip unless the form has been signed by the parents/guardians.

Consent forms of those attending should be filed with the principal before the trip. Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the principal before the trip is taken.

For any out-of-state day field trips, the application form must first be approved by the principal. The trip must then be approved by the Superintendent. Who will notify the School Board of the decision at the next scheduled School Board meeting.

For long standing overnight field trips (trips that have 4 or more consecutive years running) will be approved by the principal and Superintendent who will inform the School Board at the next scheduled School Board meeting.

Any new trips involving overnight travel and all travel outside the continental United States must be approved by the School Board. All such field trips must have School Board approval prior to raising funds.

While the trip will certainly have educational value time in class is important both for the teacher and for the student. With that in mind, extended trips should not miss more than five school days. Approval for trips up to a maximum of ten school days may be granted by the School Board.

First Reading:	June 3, 2003
Second Reading & Approval:	July 8, 2003
Revised/First Reading:	April 6, 2005
Second Reading & Approval:	May 4, 2005
First Reading:	Dec. 4, 2013
Second Reading & Approval:	January 15, 2014
First Reading:	November 1, 2017
Second Reading & Approval:	December 6, 2017