

FIELD TRIP PROCEDURE

Prior to taking a field trip, one must ascertain the extent to which the trip meets the criteria as outlined in Board of Education Policy #2340 Excerpts:

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum, are an educational sound and important ingredient in the instructional program of the school.

For the purpose of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conduct for the purpose of affording a first-hand educational experience not available in the classroom.

Routine day field trips must be approved by building principal. No pupil is to be denied the right to participate because of inability to pay on routine day field trips.

Field trips that involve unusual expenditures or time away from the School District will be submitted to the superintendent for approval by the board at least one month in advance of the trip.

The board does not endorse, support, or assume liability in any way for any staff member of the District who takes pupils on trips not approved by the Board. No such staff members may solicit pupils of this District for such trips within the facilities or on the school grounds of this district.

Ample lesson plans should be provided for the classes the teacher will miss while on the trip. Field trips should be carefully planned so that the instructional process can be maintained.

Internal procedures at the high school:

1. Research date, transportation, cost, etc. prior to any request
2. Date must be requested via activities coordinator. If approved, put on calendar.
3. Permission slips and money must be collected prior to date of departure. Signed permission slips are to be submitted to principal's secretary prior to date.
4. Arranging transportation will be the responsibility of the vice principal or designee. Request for use of school bus is to funnel through the vice principal's office.
5. Teacher in charge must meet with the vice principal prior to requesting approval from the principal.
6. An alphabetical listing of students attending the trip must be submitted to every teacher ONE WEEK in advance. (See sheet attached) Students are required to make-up all work missed.
7. If leaving prior to 8:00 A.M., provision for homeroom attendance must be coordinated with the vice principal.
8. Field trips are voluntary. No such trips can be required nor can they be used as a student evaluative technique influencing a student's grade.
9. Evening field trips must follow the established procedure as if during the day.
10. In the event you will be returning to the school later than anticipated, call the police so that they can cover emergencies with the vice principal. Always have a plan to cover emergencies.
11. Cancellation or postponement of a trip due to inclement weather will be determined by the principal or vice principal.
12. Weekend field trips are usually confined to band or choral exchanges.
13. Overnight field trips must be approved by the Board of Education.