

FIELD TRIPS AND EXCURSIONS1. GENERAL REQUIREMENTS

- 1.1 The ability of a student to pay costs of the trip must not be a factor in determining participation in trips involving school time. Only voluntary field trips taken outside of school time may use student's ability to pay as a factor in determining participation.
- 1.2 Drivers must be regular district bus drivers or staff members who have met the requirements, including annual medical examinations, for driving students in school vehicles. Students shall never be permitted to drive other students during field trips. This requirement shall apply to all school-sponsored field trips, whether taken during or outside school time, and whether the trip is mandatory or voluntary.
- 1.3 No trip shall be taken until it has been approved according to part "2." of this policy. Attendance shall be taken and filed with the Principal before the students' departure.

2. APPROVAL OF FIELD TRIPS

- 2.1 Local - Field trips which do not require students to be away overnight may be approved by the Principal.
- 2.2 Extended - Field trips requiring one or two nights away from home must be approved by the Superintendent.
- 2.3 Unique - It is the policy of the Board to discourage field trips requiring extensive travel, extended absence from school, or excessive cost.

Field trips requiring more than two nights away from home, or of a unique nature in destination or activity, or involving Board costs such as substitute teachers, must be referred to the Board for both approval in principle and for final approval.

2.10 Approval in Principle

Approval in principle must be received before announcement to parents and students and the beginning of fund raising activities. Request for approval in principle must include:

- a) A statement of educational objectives of the trip;
- b) A proposed budget, including costs to students and sources of finance;
- c) An estimate of the number of students participating, and
- d) A general plan or schedule for the trip.

2.11 Final Approval

Requests for final approval must include:

- a) A detailed itinerary of the trip, including educational activities, accommodations, and travel arrangements;
- b) Plans for adult supervision;
- c) A detailed budget, including receipts and disbursements anticipated, and
- d) Assurance that the above details have been provided to parents, and that written approval for the trip has been gained from each parent involved on a form prescribed by the Board.

APPROVED: BOARD OF EDUCATION February 21, 1989

REVISED: December 7, 1993

October 1, 2003