

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Activities

Section Title: Student Trips

Sub-Section No. 507.8a

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1. Proposals for field trips, excursions, and field studies must be authorized by the principal and superintendent or his/her designee. Bus transportation for approved trips will be furnished by the district. Parental permission must be obtained before any student can be taken on a school sponsored trip.
2. Field trips will be limited to no more than one school day, and shall not exceed a seventy-five mile radius. Requests for field trips will be submitted to the superintendent or his/her designee through the building principal at least two weeks prior to the date of the requested trip. The request shall include date, time, destination, number of students involved and the educational purpose or objective of the trip.
3. Authorization for field trips shall be made on the basis of state and district curriculum guides, outlines and objectives. If the building principal approves the request it will be forwarded to the superintendent or his/her designee for final approval.
4. Approval of all field trips will be subject to consideration of cost and benefits to the students and schools.
5. After the superintendent or his/her designee has authorized the field trip, transportation will be arranged through the principal and transportation supervisor.
6. Recreational and/or non-educational field trips during normal school hours are prohibited.
7. When school buses are used for field trips or other activities, the group involved shall be responsible for leaving the bus clean.

Adopted: 1/24/89

Reviewed: 2017