

POLICY TOPIC
DESCRIPTION
Field Trip Policy

POLICY STATEMENT

Philosophy

The staff of Burlington Elementary believes that field trips are an important way for teachers to extend the four walls of the classroom and to expose our students to the world that cannot be brought into the classroom.

Definition

A field trip is any activity that takes students away from the school campus for an educational purpose or as a reward for achieving a class goal.

General Field Trip Guidelines

1. All field trips must support the school's continuous progress curriculum. They should be an extension of the classroom and educationally justifiable.
2. Grade levels or teaching teams will take field trips together unless approved otherwise by the principal.
3. No students will be denied the opportunity to participate in a field trip because of financial reasons.
4. All field trips (with or without the use of buses) require the prior approval by the principal.
5. All field trips must follow board policies related to field trips and use of buses.
6. Field trip disciplinary matters will be handled on an individual (not class) basis.
7. A student may be denied the opportunity to participate in a field trip for the following reasons:
Safety or Behavior Problems: If a student poses a safety risk for themselves, for their classmates, or has behavior problems that would reflect poorly on our school, that student can be excluded from a field trip. Exclusion from field trips will be based on teacher recommendation with approval of the principal. Parents will be notified of the concern prior to the final decision. In the event that a child's conduct at the time of the field trip has changed in such a way that prior notification would not be possible, prior notification will be waived.
Field Trip Medication Administration: Prescribed medications (prescription, herbal and dietary supplements alike) ordered by a physician and non-prescription over-the-counter medications which are essential for the student to take during and/or after school hours while attending a school-sponsored event/field trip shall be given according to the instructions noted on the Medication Administration Consent Form. Medicines administered on field trips are to be documented on the students MAR by the person administering that medication. **Medications must be delivered to the School Health Clinic at least 24 hours before the field trip in order for the child to travel on the field trip.**
8. Field trip permission slips must be turned in the day before the field trip. Permission slips will not be accepted in any form the day of the trip. An exception will be made for students who have an excused absence the day before the field trip, provided they turn the permission slip in the morning of the field trip.

Policy History:

Date Approved: October 30, 2002

Council Chairperson: Bob Warnick, Principal

Date Amended: May 15, 2014

Signature: _____
Council Chairperson