

FERNDALE SCHOOL DISTRICT NO. 502  
ADMINISTRATIVE PROCEDURES

No. 2150 P-4

CO-CURRICULAR ACTIVITIES/TRIPS

I. GENERAL

Field trips are an extension of classroom learning activities. Each field trip is to be carefully planned with provision for sufficient adult supervision, parents and/or faculty members, to ensure the general safety and personal welfare of students during field trip and co-curricular activities.

The principal is responsible for all co-curricular programs that take place in the name of, or under the auspices of, the school, wherever held.

While the prime purpose of co-curricular programs is the enrichment of the regular curriculum, there are secondary functions such as the building of school spirit and morale, the social integration of the student body, and the financing of the student body organization. Co-curricular programs should also offer opportunities for participation in democratic processes and provide for the development of individual interests and abilities.

The opportunity to participate in co-curricular activities is a privilege granted to all students in the Ferndale School District. Participants in these programs are expected to conform to Board Policy No. 3200 and conduct standards established by the principal and/or designee. Standards of conduct which are in effect for the school day also apply to school-sponsored activities or trips. Any student found to be in violation of policy or conduct standards will be subject to disciplinary action.

II. PROCEDURES

A. The principal or designee will:

1. Review and approve or disapprove all field trip and co-curricular activity requests, including financial and transportation arrangements, preferably a minimum of two weeks prior to the event. (NOTE: The unit administrator may waive the two-week timeline at his/her discretion.)
2. Ensure that prior notification to parents or guardians is disseminated and that student permission slips have been obtained.

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B. The teacher will:

1. Check school and district calendars to ensure there are no scheduling conflicts.
2. Review all field trip and co-curricular activity requests, including financial and transportation arrangements, with the principal or designee preferably a minimum of two weeks prior to the event.
3. Submit the transportation request to the director of transportation at least one week in advance of the activity. If private cars are used, Administrative Procedure No. 8131 P-1 will be followed.
4. Notify parents or guardians at least one week prior to the scheduled activity or trip including detailed information regarding goals, destination, date, departure and return times, transportation, appropriate dress, anticipated expenditures, meals, safety and behavior standards, and telephone numbers.

Provisions are to be made to ensure that students are not left at an activity or trip site. This may be done by assigning an extra "emergency" vehicle to be driven by a chaperone, or, if a student is missing, leaving a chaperone at a checkpoint on the site who will be picked up and returned home at a later time.

5. Arrange for chaperones as appropriate.
6. Obtain signed permission slips as per Administrative Procedure No. 8131 P-1.
7. Make arrangements for students who do not take part.
8. Make plans for keeping the group together, as appropriate.
9. Provide a list of students and chaperones taking part in the activity to the principal.

Implemented	01-26-88
Reviewed	05-24-99