

5 Field Trips, Excursions and Outdoor Education

7 All instructional activities that utilize community resources and take place outside the school  
8 must be approved by the Superintendent or designee in advance of the trip, with the exception of  
9 walking trips ~~in~~ for which the District must have prior approval of the Principal. Field Trips  
10 should be adequately planned, which will include provisions for pre and post trip classroom  
11 activities.

13 A school-sponsored trip is any travel to any destination, which involves District sponsorship,  
14 chaperones, funding, funds for which the District is accountable, or activities that are extensions  
15 of the usual District responsibilities. Third-party travel is not sanctioned by the District.

17 No arrangements shall be made for a school sponsored trip prior to obtaining the necessary  
18 approval. All travel requests must be in writing and shall include:

- 20 • Approval of the Principal and District Administrator
- 21 • Students and staff affected
- 22 • Dates of departure and return
- 23 • Mode of travel and lodging accommodations
- 24 • Chaperones

26 Elementary and Middle Schools

- 28 • Travel outside the District must be approved by the Superintendent or designee for any  
29 performance, exhibition, contest or competition.
- 30 • Superintendent or designee must give prior approval to in-state travel that is of  
31 educational value, excluding performances, exhibitions, contests, or competitions; does  
32 not involve the loss of two (2) or more instruction days for the student involved; and has  
33 the recommendation of the principal.
- 34 • Travel involving the loss of two (2) or more instruction days or travel out of state must  
35 have prior approval by the Board of Trustees.

37 High Schools

- 39 • Travel that is of educational value, does not involve more than the loss of two school  
40 days for the student involved, and has the recommendation of the principal must have  
41 prior approval of the Superintendent/or designee.
- 42 • Travel involving the loss of two (2) or more instruction days must have prior approval by  
43 the Board of Trustees.

45 Cross References:

46 Policy 2320                      Field Trips

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2 Legal Reference:

3 37.111.825, ARM Health Supervision and Maintenance

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5 Policy History

6 Adopted on: July 1, 2000

7 Revised on: January 24, 2011

8 Revised on: February 26, 2024