

FIELD TRIP PROCEDURES

INSTRUCTIONAL FIELD TRIPS

1. Teachers will submit proposals for instructional field trips to principals on the District Field Trip form as far in advance of the proposed field trip date as possible.
2. Principals will review forms and evaluate the following:
 - A. Is the activity instructional?
 - B. How is the activity related to a course of study?
 - C. What is the cost? (Entire trip must be financed by the school district.)
3. If principal approves the field trip and cost, he/she will sign the form and send to Director of Teaching and Learning.
4. Director of Teaching and Learning will review form and give final approval. In the case of Special Education field trips, the Director of Special Services will be notified.
5. Individual buildings make all arrangements for the field trip including bussing, purchases, reservations, etc.
6. Bills with vouchers will be sent to Teaching and Learning for processing.

SUPPLEMENTAL FIELD TRIPS

1. Teachers/coordinators will submit proposals for supplemental field trips to principals and/or the activities director on the District Field Trip form as far in advance of the proposed field trip date as possible.
2. Principals and/or activities director will review forms and evaluate the following:
 - A. Will the activity take place outside the regular school day?
 - B. Are there financial contributions that will be requested from students?
 - C. Will there be scholarships or fundraising involved? (These field trips are not eligible for building level instructional dollars.)
3. If principal approves the field trip, he/she will sign the form and send to Director of Teaching and Learning. In the case of Special Education field trips, the Director of Special Services will be notified.
4. Director of Teaching and Learning will review form and give final approval.
5. Individual buildings make all arrangements for the field trip including bussing, purchases, reservations, etc.
6. Bills with vouchers will be processed at the buildings.

EXTENDED FIELD TRIPS

1. Teachers/coordinators will submit proposals for extended field trips to principals on the District Field Trip form as far in advance of the proposed field trip date as possible.
2. Proposals for extended field trips will be presented to the Board by teacher(s)/coordinators and administrators by the last school board meeting in the spring of the preceding academic year.
3. Trip will be promoted in the spring to students to enable fund raising over the summer.
4. Teacher(s)/coordinators will include plans for fundraising and scholarships in presentation to the board.
5. Families will need to place a non-refundable deposit when they sign up for the trip in the spring to qualify for any early bird pricing.
6. Students may join the group in the fall if there are still places available.
7. Teacher(s)/coordinators will hold additional informational meetings as needed in the spring and fall with interested parents and students
8. Scholarships will be provided on a need basis as appropriate.
9. In the event that a need for an extended field trip would arise during the current academic school year, the request would be reviewed by the building principal and Director of Teaching and Learning. This recommendation would also be reviewed by the Superintendent and sent to the Board for approval as appropriate.