

Field Trips, Excursions, and Outdoor Education

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. The transportation costs for all such field trips conducted during school hours shall be borne by the district. The following procedures shall apply:

Field Trips

- A. The staff member shall submit a completed field trip request form to the principal at least two weeks prior to the field trip.
- B. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom rules.
- C. The staff member shall be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students).
- D. Each student participating in a field trip must first return a permission slip signed by his/her parent/guardian.
- E. A letter of appreciation should be sent to the site host upon completion of the field trip.

Outdoor Education

- A. The outdoor education plans for the coming school year shall be presented to the board for approval at the May board meeting.
- B. All staff to be involved shall be notified of plans after board approval.
- C. The proposed curricula for the outdoor education school shall be presented to teachers at least one month prior to the session.
- D. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervising proposed activities, and other duties shall be sent to parents at least one month prior to the session. The parent must sign an approval form.
- E. If feasible, parents may opt to have their child participate in daytime activities only.
- F. Students who do not elect to attend shall engage in meaningful learning experiences at school.
- G. Students must purchase accident insurance or have family accident insurance.
- H. If the district can absorb the cost or has access to funds to cover waivers or reductions, students who are unable to pay the fee may be granted a waiver or reduction if they meet the USDA Child Nutrition Program guidelines.

Overnight Field Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least two weeks prior to submission to the board.
- B. The staff member should attend the board meeting to answer any questions the board may have.
- B. After approval by the board, a written description of the overnight field trip shall be sent to the parents. All such trips are optional. Parent permission is required.

International Travel

Approval of international travel shall be subject to the United States Department of State travel warnings. Travel warnings are issued when the state department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. District travel to Canada and Mexico will be

approved unless either country is identified through a travel warning. No district-sponsored international travel will be approved to any other country as long as the worldwide caution is in effect.

- A. The staff member must submit to the principal a written request for approval, including purpose, supervision, itinerary, cost, housing, and student costs six months before the date of the trip and before any fundraising begins or deposits are placed for the trip.
- B. After approval by the principal, all requests for both single and multi-school trips shall be approved by the superintendent at least one week prior to the board meeting.
- C. The staff member should attend the board meeting to answer any questions from the board.
- D. After approval by the board, a written description of the international, overnight field trip shall be sent to parents. All such international trips are optional. Parent permission is required.
- E. All signed approval forms and trip records shall be kept on file at the school.
- F. Staff members and sponsors shall obtain competitive pricing to assure maximum student participation at the lowest possible cost.

SENIOR CLASS TRIP

The Senior class trip, which is funded through money raising projects, is a privilege which represents the culmination of four years of student participation toward a common goal. The requirements as presented here are designed to develop lasting friendships, an ability to work together, and to create a sense of responsibility and concern for others.

The Board encourages trips involving social, cultural, and educational experiences, which might otherwise be unavailable to our students.

The decision to plan a class trip involving long distance or overnight travel should begin during the Freshman year as a goal to be attained as Seniors. Involved in the planning stages should be the class members, their parents, and the class advisor as a representative of the school.

Class trips are financed through approved fund raising events held by the students.

The following requirements must be met prior to the final approval by the Board of any class trip involving an overnight and/or long distance travel:

1. All Senior class trips will be scheduled to take place during the week prior to graduation ceremony.
2. Plans for consideration of a class trip must be submitted to the Board no later than February 1st of the year in question. The outline shall include:
 - a) Positive educational benefits to be derived.
 - b) List of chaperones for Board approval.
 - c) Preliminary itinerary of activities to be scheduled.
3. A detailed itinerary must be submitted for approval by May 1st.
4. Travel expenses for all chaperones will be paid out of class funds.

All requirements must be met before final approval is given. The Board will refuse permission for a class trip that has failed to meet the above requirements.

All seniors are eligible to attend the senior trip providing they:

1. Are in good disciplinary standing.
2. All graduation requirements must be fulfilled.

An 11th grade student may be considered for eligibility to attend the senior class trip if the following conditions are met in their entirety:

1. Student must be enrolled in over 50% of their current classes with the current Senior class.
2. Student must have taken, or currently be enrolled in at least one running start/dual enrollment class.
3. Student must carry a 3.3 GPA or above.
4. Student must have adequate attendance over the previous two (2) school years inclusive of the year in which the request is made, meaning that they cannot have missed 9 (non-medical *must provide documentation for all medical absences*) days per semester in the previous two school years.
5. Student may not have more than 5 tardies per semester over the previous two (2) school years inclusive of the year in which the request was made.
6. Student may not have any grades below a "B" at the time of request.
7. Student may not have had any "major" discipline referrals in the previous two (2) school years inclusive of the year in which the request is made. Major discipline referrals would constitute a consequence of the equivalent of 1 day or more of in school suspension, or out of school suspension.
8. Student must be actively fundraising with this year's senior class.
9. Student must present their case to the school board for approval.
10. If student is permitted to attend, they may not attend the Senior trip during their actual Senior year.