

FIELD TRIPS

2320 PROCEDURE

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 following procedures shall apply:

Field Trips

- A. The staff member shall submit to their building admin:
 - 1. Completed “Request for Travel Approval” (bus request-triplicate) form and
 - 2. Completed “Field Trip Request-Check-Off Sheet”
 - a. Local field trips must be turned in to the District Office preferably at least two weeks prior to the field trip so transportation can be scheduled.
 - b. Out of State travel must be authorized by the School Board one month prior to travel;
 - c. In State or Out of State Overnight Travel with Students must be authorized by the School Board one month prior to travel with the exception of established extra-curricular events including but not limited to post-season athletic competitions, state competitions for Leadership/DECA etc. Travel and overnight stays for may be approved by the superintendent when all required documentation is submitted in a timely manner.
- 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 studies.
- C. The staff member shall be responsible for securing additional adult supervision for the trip as needed.
- D. Each student participating in a field trip must first return a permission slip signed by his/her parent. The permission form must contain information about meal options: bring from home lunch or school sack lunch (paid at usual level of student meal). Parents shall be informed if private vehicles are to be used for the field trip.

Overnight Field Trips

- A. The staff member must submit to the principal information called for on the school district form “Request for Travel Approval” (bus request form-triplicate)
- B. After approval by the principal, the proposal should be submitted to the superintendent and the School Board.

Revision Dates: 9.18; 01.26;