

Code No. 606.5E1 MAJOR FIELD TRIP OR TOUR

A major trip is any overnight trip and extended trips such as music organization tours. Regularly scheduled activities including state contest, tournaments etc. do not require board approval.

The request to plan the trip must be cleared with the Activities Director and approved by the building principal at least six weeks in advance of the proposed departure dates. Final plans for the major field trip will be approved by the board of education and include the recommendation of the Superintendent of Schools at least four weeks in advance of the departure date.

The final plan for a major field trip presented to the board of education for approval must include:

1. The recommendation of the superintendent
2. The objectives of the trip (at least one objective must relate to the academic area of the group involved in the trip).
3. A daily itinerary
4. A budget of planned receipts and expenditures (including the source of receipts, transportation costs, cost of substitute teachers, deposit arrangements, and arrangements for financial assistance to students).
5. Plans for written post-trip evaluation by the staff member in charge of the trip, which should include reactions from participating students, parents and chaperones.

Major field trips will not be approved, except for extraordinary circumstances, when the round trip mileage exceeds 1,200 miles, when more than two staff members will be away from their regularly scheduled classes, when participating students will miss more than two days of classes, and when the cost to the school district exceeds \$750. An extraordinary circumstance could include a meeting or a convention that is scheduled during the school year and not available during the summer. Every effort must be made to have field trips during the summer if it exceeds two school days. Trips anticipated to exceed any of these limitations must have the recommendation of the superintendent and the approval by the board of education to exceed the limit or limits at least four months in advance of the proposed departure date. Once the exceeded limit approval has been given, the trip must receive final approval as stated in previous paragraphs of this policy.

Use of school buses for tours will be limited to a 250 mile radius. For trips over 250 miles, a commercial carrier must be utilized. The organization responsible for the trip will be required to pay for the cost of fuel and drivers. The district will pay other costs such as depreciation, insurance, etc.

The tour or field trip must be oriented toward educational objectives. Recommended are educational experiences related to the nature of the group taking the trip and to board goals such as global education, etc.

First Reading: October 15, 2018 Second Reading: November 19, 2018