**IFCBA - Field Trips and Excursions**

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             **Definition of Field Trip**

             For purposes of this policy, a field trip is a trip, which takes the students out of Clay County, Kansas.

             Any trip in Clay County must be approved by the building administrator and superintendent one week prior to the date of the trip and should have educational value for the students.

             **Definition of an Excursion**

             Bus excursions are within Clay County.  These trips, as per the revised policy, will be limited to two per year.  District-wide activities, which reinforce the curriculum, shall not be counted as an in-county trip for the year.  Examples are the 100-Day Celebration and Social Studies Day.

             **Field Trips and Excursions**

             Field trips and excursions are encouraged when a reasonable educational objective can be established.  Teachers should be aware of community resources, which would be of value to them in their educational program.  The teacher shall notify the principal of each trip planned and of the resources needed in advance of the trip.

           **Notification of Parents**

             Each building principal shall develop appropriate forms to notify parents of forthcoming field trips and excursions.  Said form shall include the nature of the trip, departure time, expected return time, names of sponsors, mode of travel, anticipated costs to the student, if any, and a space where a parent may asks that his child be excused, said parent to state the reasons for the requested exemption.

             Elementary educational field trips, kindergarten through grade three, and grade five will be allowed one field trip per year in an area not to exceed a fifty mile radius.  Grade four will be allowed one trip within a fifty-mile radius or go to the Kansas State Capitol and/or Kansas Historical Society Museum in Topeka.  Grade six will be allowed one trip within a fifty-mile radius or to go to the Kansas Cosmosphere in Hutchinson.  Combination classrooms are authorized one such trip per year.  Grades seven through twelve are authorized one out of county field trip by grade level or subject area as approved by the building principal and superintendent.

             **Non-Sanctioned Field Trips**

             Non-sanctioned field trips organized by employees acting as independent contractors/agents involving students on a volunteer, self-supporting basis are not approved by the board and are not considered part of the curriculum.  Total responsibility for privately planned field trips or tours rests with the individual(s) and agency sponsoring them.  The district assumes no legal or financial responsibilities for non-sanctioned field trips.

             Every attempt should be made to schedule non-board approved trips during weekends and/or vacation periods.  If travel arrangements necessitate that some school days are missed, normal procedures for staff and student absences must be followed.

             If recruitment of students is sought through the school(s), the request for recruitment shall be made in accordance with those of private citizens.  Recruitment efforts may occur during class time or the employee’s workday.