

Instruction

SUBJECT: SCHOOL TRIPS

The Board of Education recognizes that school trips are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a school trip (primarily field trips) shall be defined as any journey by a group of students away from the school premises, under the supervision of a teacher or coach, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience and not available in the classroom. Trips are also defined in this policy to include interscholastic events such as regularly scheduled sporting events, club sponsored trips or camps. The School System shall obtain written parental/guardian permission for students going on school-sponsored trips.

For purposes of Board policy, the following types of trips must obtain formal Board approval if any of the following criteria is met:

- a) The trip involves an overnight stay;
- b) The trip involves leaving the state or country;
- c) The trip involves a distance (one way) of one hundred (100) miles or more;
- d) The cost of a trip to a student is one hundred dollars (\$100) or greater.

Other trips can be brought to the Board for approval at the District administration's discretion. To obtain Board approval, the following information must be made available in the Board packet:

- a) A description of the trip, including dates of the trip. Include brochures as applicable.
- b) A schedule of all costs involved with the trip for the participants and chaperones. Please notate any fund raising efforts that will defray costs.
- c) Parental/guardian signoff sheet acknowledging all costs and responsibilities, as well as potential losses in case the trip must be cancelled. This document must be signed by chaperones as well.
- d) Any costs to the District. A notation should be made when substitute teachers will be needed to cover the classroom(s).

School trips are a part of the curriculum of the schools, and student conduct and attendance on school trips are governed by the same rules that govern regular classroom activities.

(Continued)

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SUBJECT: SCHOOL TRIPS (Cont'd.)

The Superintendent shall prepare procedures for the operation of a school trip activity. School trip support shall be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for school trips, the rules of the School District for approval and conduct of such trips shall apply.

The Superintendent/designee may cancel previously approved school trips due to extenuating circumstances.

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5730 -- Transportation of Students
District Code of Conduct on School Property

Adopted: 7/12/11