

Field Trips/Excursions

The superintendent is authorized to approve school field trips and other activities involving travel. The field trip guidelines must be followed and at the elementary level the entire grade must be participating. (i.e., When there are two second grade rooms, both rooms must have the field trip, not just one room.)

Field trips must be planned in advance and receive prior approval by both the principal and the superintendent. All field trip guidelines must be followed.

The finances must be included in the approved budget for that school year.

Any fund raising associated with the trip/excursion must be in compliance with the district's fund-raising Board policy IGDF – Student Fund-raising Activities.

All requests for trips or other excursions should have been specifically budgeted in the budget and will require Board approval 30 days prior to the trip. Specific requirements will vary based upon Board action for each request. The field trip guidelines must be followed.

The superintendent may authorize transportation for in-district field trips and to the Florence area.

Field Trip Guidelines

1. Field trips are to be planned in conjunction with and be part of the regular classroom curriculum. Exceptions will be made only with Board approval.
2. Transportation request procedures will be completed.
3. The request must be accompanied by a detailed trip plan listing all stops and side trips.
4. The principal/designee shall be in charge of the group and the number of chaperones.