

## **Field Trips and Special Events\*\***

### **Field Trips**

Field trips will be subject to the following requirements:

1. Field trips and other curricular/cocurricular activities involving travel, other than walking, may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals;
2. In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the parts of all participants and the selection of appropriate adult supervision (either from within the school staff, district staff or from the parent/community volunteer pool);
3. Written parental permission must be obtained for each trip;
4. The signed form showing parental approval, acknowledgment of student conduct guidelines, trip itinerary, chaperone names and estimated cost of the trip per student will be submitted to the superintendent or designee at least one week prior to departure;
5. The administration will develop procedures and guidelines to ensure both students and adult supervisors are acquainted with the standards of conduct while representing the district. Such procedures will reinforce the district policies in areas such as alcohol/drug/tobacco use, procedures to be used in case of illness or accident and methods of communicating with administrators/parents in discipline situations;
6. All out-of-state travel must have prior Board approval. Such approval will be predicated on an acceptable plan for travel arrangements, parental involvement, chaperons, supervision, student orientation and the support of the building administrator.