

## **Field Trip Guidelines**

The Board recognizes the value of special activities to the total school program. Further, students need to be allowed to participate in and profit from carefully planned learning experiences which fall outside of the normal school program/day.

Field trips and other curricular/co-curricular activities involving travel may be authorized by the superintendent or his/her designee when such trips and/or activities contribute substantially to the achievement of desirable educational/social/cultural goals. All overnight and/or out-of-state student travel must be approved, prior to the event, in writing by the superintendent and/or Board.

In planning and authorizing such trips, primary consideration will be given to the educational values to be derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants, and the selection of appropriate adult supervision, either from within the school staff, or from the parent and community volunteer pool.

Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file for a period of one year.

The administration is directed to develop regulations and guidelines which will ensure that both students and adult supervisors are acquainted with the standards for conduct while representing the district. Such regulations will reinforce district policy in areas such as alcohol and tobacco use, procedure to be utilized in case of illness or accident, and method for communicating with administrators/parents in discipline situations.

The teacher/coach responsible for coordination of non-routine field trips and/or travel will complete the district form (M-20) and submit all materials for approval.

Such approval shall be predicated on an acceptable plan for travel arrangements, parental involvement, orientation of students and supervisors, and support of the appropriate administrator(s).

In the event community fund raising activities are required to fund the field trip/activity, such approval will be sought prior to any fund raising effort.