

Field Trips

The purpose of this regulation is to establish procedures for application and approval of student out-of-district travel for workshops and/or performances. This regulation applies only to overnight stays for students.

1. Application Procedures

- a. Applications for student overnight travel must be received in the office of the superintendent at least thirty (30) days prior to the anticipated departure date.
- b. The application should be in narrative form and should contain, at a minimum, the following information:
 - Purpose of the trip
 - The trip destination
 - The sponsoring organization(s)
 - The estimated number of students who will attend
 - Staff and/or parent sponsors who will chaperone
 - Travel and accommodation information
 - Financing requested from the district
 - A detailed budget including revenues and disbursements anticipated
 - The anticipated educational benefit of the trip
- c. The application must be accompanied by a statement from the principal of the school that the principal has approved the trip and that the continuity of the students' academic program has been planned and carried out. Parental permission slips will be obtained and retained on file prior to leaving the district.

2. Approval

The superintendent and the Board must approve all overnight travel by students and sponsors. The safety and welfare of the student is paramount in approving these trips. Requesting staff members/sponsors are advised to consider this matter seriously in their planning.

3. Out-of-State Trips

There are times when employees wish to take students out-of-state on educational trips. Trips of this type should be planned to take place during vacations and/or summer months.

When trip conditions make it impossible to go during off-school time, sponsors will plan so that the fewest number of school days possible will be missed.

NOTE: Out-of-state trips must be approved by the Board prior to any formal notification to parents and students or the beginning of any fund raising activities.

A professional leave form must be submitted for all employee out-of-district travel.

Approved: April 21, 1986

Revised: February 27, 2001