

Procedure Field Trips, Excursions and Outdoor Education

Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.

If any of the following conditions apply, students may not be required to pay for participation in field trips.

- 1) The field trip is required for a particular course or grade level.
- 2) Activities completed on the field trip or related to the field trip are graded.
- 3) There is not an appropriate option provided for students who do not attend.
- 4) The field trip comprises a significant portion of the learning for a particular unit of study.

Field Trips

- A. The staff member will submit a completed field trip request form to the principal at least two weeks prior to the field trip.
- B. The staff member will contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
- C. The staff member will be responsible for securing additional adult supervision for the trip (one adult to a maximum of ten students).
- D. Each student participating in a field trip must first return a permission slip signed by his/her parent.
- E. A letter of appreciation should be sent to the site host upon completion of the field trip.

Overnight Field Trips

- A. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any).
- B. After approval by the principal, the proposal should be submitted to the superintendent or designee at least two weeks prior to the field trip.
- C. After approval by the superintendent or designee, a written description of the field trip will be sent to the parent. All such field trips are optional. Parent permission is required.

Out of State Field Trips

- B. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least two weeks prior to submission to the board.
- D. After approval by the principal, the proposal should be submitted to the superintendent at least one week prior to the board meeting.
- E. After approval by the board, a written description of the field trip will be sent to the parent. All such field trips are optional. Parent permission is required.

International Travel

Approval of international travel is subject to the United States Department of State travel warnings. Travel warnings are issued when the state department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. District travel to

Canada and Mexico will be approved unless either country is identified through a travel warning. No district sponsored international travel will be approved to any other country as long as the worldwide caution is in effect.

- A. The staff member must submit to the principal a written request for approval, including purpose, supervision, itinerary, cost, housing, and student costs six months before the date of the trip and before any fundraising begins or deposits are place for the trip.
- B. After approval by the principal, all requests for both single and multi-school trips will be approved by the superintendent at least one week prior to the board meeting.
- C. After approval by the board, a written description of the international, overnight field trip will be sent to the parent. All such international trips are optional. Parent permission is required.
- D. All signed approval forms and trip records will be kept on file at the school.
- E. Staff members and sponsors will obtain competitive pricing to assure maximum student participation at the lowest possible cost.

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