

## ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS

5210(R).

POLICY NUMBER: 5210-R

### ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS

#### GUIDELINES FOR CULTURAL, ENRICHING OR RECREATIONAL TRIPS NOT HAVING A DIRECT, EXPLICIT CONNECTION TO ESTABLISHED CURRICULUM

Field trips of this nature are to be limited to no more than three trips annually totaling no more than five (5) days absent from school without the expressed written consent of the Principal.

The Principal is encouraged to limit student participation on field trips in cases where there are established academic, attendance or behavioral concerns. Students who are not maintaining a C or higher average in the core academic areas are not permitted to attend field trips that would require missing more than one school day without expressed written consent of the Principal.

#### UTILIZATION OF FIELD TRIP MONIES

1. All field trips must be in keeping with established Board policy.
2. Decisions regarding the funding of area field trips will rest with the Principal. In those instances where art, bilingual, music, special education, or vocational education activities may be involved, the Principal should coordinate with the appropriate supervisor or vice versa.
3. Field trips are handled on a bid basis with information regarding the selection of a transportation firm to follow at a later date.
4. The pool of money for field trips is assigned to schools on a per pupil allotment basis.
5. This procedure and related funds in no way applies to athletic transportation or the purchase of admission tickets.

#### PROPOSED TRIP

The *Field Trip Request* form must be sent to the Principal at least twelve school days before the date of the proposed trip, stating reasons for the trip, time, date, place, cost (to school or student), number of students and teachers involved, grade level, and the number of parents to be used as

chaperones. Please state the activities prior to the trip and activities to be held as a follow-through of the trip.

A permission slip for parents must be submitted to the appropriate administrator for approval before sending to parents. This slip must be typed and this is the responsibility of the teacher.

### APPROVED TRIP

Approved permission slips are to be sent to parents. The permission slip must include the reason for the trip, time of departure, approximate time of return, place cost, and notification of searches of student possessions, luggage and lodging accommodations. This must be sent to the parents at least six days before the trip is to be taken. **No student will be allowed to go on the trip without a signed permission slip.** Calls will not be made for permission the day of the trip.

A list of the names of chaperones must be sent to the Principal.

A list of names of students and teachers involved must be sent to the Principal.

A list of names of students not going and the arrangements made for them must be sent to the Principal. (These arrangements are to be made by the teacher or teachers taking the trip at least two days prior to the trip.)

Names of any students who cannot afford to go must be forwarded to the Principal. (Limited funds might be used in these special cases.)

Any deviation from listed procedures may result in delay or rejection of the trip.

Safety is always of the utmost importance. Field trips should be a regular part of the total education program and are the responsibility of the classroom teacher.

*Approved: April 28, 1981*

*Amended: April 6, 1999*

*Amended: August 19, 2014*

Previous Policy Number: 6153.4 (R)