

## R 2340 FIELD TRIPS

### Curricular Field Trips

Affords a first-hand educational experience which is an integral part of an approved course of study. The Board is permitted to charge students for all or part of the cost of field trips, with the exception of students in special educational classes and students with financial hardships.

### Co-curricular Field Trips

Will be an enriching experience but not necessarily directly related to a course of study. These activities will not generally be held during the school day and students will be charged enough to cover the cost of the trip.

### Permission Slips

A permission form will be sent to the parent(s) and/or legal guardian(s) of each child listing the objectives of the trip, date, departure, return, cost to the parent(s) or legal guardian(s), lunch arrangements, and any other relevant data. The permission form must be signed by the parent(s) or legal guardian(s) and returned to the school. No child may attend a field trip without a properly signed permission form.

### Coordination of Trips

Field trips must be approved by the **Assistant Superintendent or designee**. In grades Kindergarten through six a list of suggested field trips has been developed, approved annually by the Board.

The Principal in each building will coordinate all trips, seeing that there is attention to all details, such as transportation, permission slips, contact with outside agencies, supervision, lunch, etc. A request form will list any changes that are to be made.

### Transportation

Whenever possible, district buses will be used. District buses are available between the hours of 8:30 a.m. and 2:00 p.m. and after 4:00 p.m. The Principal will complete a Request for Bus Transportation form and forward it to the Transportation Coordinator at least ten days prior to the date of the trip.



# REGULATION

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If unable to schedule district school buses, the administrator coordinating the trips will arrange directly with one of the private bus companies in the area. A purchase order will be processed through regular channels.

1. Submit form to your department supervisor or Principal;
2. Advise students to notify their other teachers of the trip;
3. All students attending a field trip must submit a signed permission slip;
4. Collect the money needed for the trip. Money should be deposited with the Principal's secretary who will issue any checks needed;
5. Review with students appropriate dress required for trips;
6. Take signed permission slips with you on the trip in order to be prepared for any emergency;
7. Take attendance on the bus;
8. Supervise students during the trip and upon return to school.
9. A list of students actually attending the trip must be given to the attendance secretary and the Principal's office prior to the trip; and

Field trips must be scheduled at least three weeks in advance to allow for transportation arrangements. If you plan on using a private bus company, please make sure you contact them to set up a date and time. A list of charter bus companies is also available in the Main office.

Field trips will rarely be scheduled after May 31.

Adopted: 15 January 2013

Revised:

