

## Field Trips and Excursions

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 the normal school program/day.

Field trips and other curricular/co-curricular activities involving travel may be authorized by the building administrator when such trips or activities contribute to the achievement of desirable educational/social/cultural goals.

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

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

The administration will develop regulations and guidelines to ensure 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 used in cases of illness and accident, and methods for communicating with administrators/parents in discipline situations.

All out of state travel must be approved by the superintendent or his/her designee. Such approval is predicated on an acceptable plan for travel arrangements, parental involvement, orientation of students and supervisors, finance and administrative support.