

Field Trip Procedures

Field trips are valuable educational experience for students and teachers. While visits to points of interest which relate to the classroom lesson plans are encouraged, it is the school policy to limit the number of field trips to special occasions.

Students should be informed that field trips are extensions of the regular school program, and they must comply with all school rules.

All excursions by classes or groups which require time from the regular school day must be approved by the appropriate administrator. All activities must be placed on the school calendar in the main office.

Before any student may participate in a field trip, he must have a completed district Field Trip Permission Form.

In planning field trips, keep in mind the following items:

- Distance to site. Out of town trips require an administrator accompany the students.
- Cost of transportation (buses are not provided)
- Adult sponsors needed (ratio 1:10)
- Length of time students will miss other classes
- Calendar events of school
- Lodging, if overnight trip
- Liability forms
- H.B. 72 limitations (No Pass-No Play)

Team or individual field trips need to be advertised to students and guardians/parents early in the school year. If participation is based on good conduct and no office referrals, notification should be documented in the beginning of the school year information letters or packets that are sent home from an individual teacher, team, or organization.