

2320R INSTRUCTION

Field Trips

1. All instructional activities that utilize community resources and take place outside the school must be approved by the Superintendent/ or designee in advance of the trip, with the exception of walking trips in District must have prior approval of the Principal. Field Trips should be adequately planned which will include provisions for pre and post trip classroom activities.
2. A school-sponsored trip is any travel to any destination, which involves District sponsorship, chaperone's, funding, funds for which the District is accountable, or activities that are extensions of the usual District responsibilities.
3. No arrangements shall be made for a school sponsored trip prior to obtaining the necessary approval. All travel requests must be in writing and shall include:
 - a. Approval of the principal and Assistant Superintendent
 - b. Students and staff affected
 - c. Dates and times of departure and return
 - d. Mode of travel and lodging accommodations
 - e. Chaperone's
4. Elementary and Middle Schools
 - a. Travel outside the District must be approved by the Board Superintendent /or designee for any performance, exhibition, contest or competition.
 - b. Superintendent/or designee must give prior approval to in state travel that meets a high standard of educational value, excluding performances, exhibitions, contests or competitions; does not involve more than the loss of two school days for the student involved; and has the recommendation of the principal.
 - c. Travel involving the loss of more than two school days or travel out of state must have prior approval by the Board of Trustees.
5. High Schools
 - a. Travel that meets a high standard of educational value, does not involve more than the loss of two school days for the student involved, and has the recommendation of the principal must have prior approval of the Superintendent/or designee
 - b. Travel involving the loss of more than two school days must have prior approval by the Board of Trustees.

Policy History

Adopted on: July 1, 2000

Revised on: January 24, 2011