

FIELD TRIPS AND OTHER OFF SCHOOL SITE LEARNING OPPORTUNITIES

Field trips may be planned as part of the instructional program when they involve travel beyond the local community area providing the following guidelines are followed:

1. Participation by the student in the field trip will be voluntary on the part of parents/guardians. Parents/Guardians may elect for their student to not participate in a field trip. An alternative activity would be provided by the school.
2. The building administrator will be responsible for arranging approved transportation (charter bus, school vehicle, or private vehicle driven by staff member or volunteer approved by principal).
3. Staff members who accompany groups on these field trips will be expected to request and receive approval through Human Resources to be absent from their building responsibilities.
4. Arrangements for substitute teachers will be made in the same manner as for any other absence.
5. The Associate Superintendent for Educational Services is to be notified in advance of all trips.

In addition, the following guidelines apply to field trips:

IN-COUNTY TRIPS

1. Such field trips may be sponsored by the school if students leave and return on the same day.
2. Notice of in-county field trips must be given in student handbooks. Parental/guardian permission is considered granted unless a parent/guardian sends a denial by the specified date.

OUT-OF-COUNTY TRIPS

1. Written permission of parent/guardian for students to participate will be on file in the school office in advance of a student's participation in the trip out of the county.

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