

Field Trips and Community Service Activities

As a part of the educational process and learning objectives, appropriate instruction shall precede and follow each field trip or community service activity. All field trips and community service activities shall begin and end at the school and be properly supervised with certified personnel. If requiring school transportation, such events shall not interfere with the regularly scheduled transportation of students. Medical release forms shall be signed by the parents/guardians of any student who will participate in a field trip or community service activity that will extend beyond the boundaries of the school district.

Field trips outside school hours may be scheduled, but shall be approved in advance by the Superintendent or his/her designee. Students shall have written approval of a parent/guardian. For a community service activity or field trip requiring school transportation, the sponsor of the activity shall make the request for the trip/activity ten (10) days in advance of the date of the event to the building principal. Prior to approval, the building principal shall check to the school's master schedule of events to determine any possible conflicts with other events and/or transportation concerns. If and when the trip/activity is approved, notice shall be given by the building principal to the sponsor of the approval, and a transportation request forwarded to the transportation director seven days prior to the event.

When a field trip is made to a place of business, the sponsor shall make arrangements to have an employee of the business to serve as a "guide" during the students' presence at the place of business.

Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents/guardians do not wish them to participate in the community service activity or field trip.

Transportation for trips of significant educational value in the sense indicated in this policy shall be free of cost to students only when school transportation is provided. Transportation for field trips or activities that particularly include recreational value, may be provided for a fee set by the Superintendent or his/her designee to assist with costs of the trip/activity.

Any overnight trip that is out of state shall have the expressed approval of the Board.

Adopted: 07-10-2000

Reviewed: 03-10-14