

Student Field Trips and Excursions

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent.

An employee wishing to take a student field trip and/or excursion must arrange it with the principal well in advance of the scheduled trip and must submit a detailed schedule and budget. Following a field trip or excursion, the employee may be required to submit a written summary of the event.

The superintendent's approval will be required for field trips and excursions that take place on Sunday or Wednesday evenings or involve overnight stays. Board approval will be required for field trips and excursions which take students out-of-state and that which involve unusual length or expense.

The school district will provide transportation for field trips and excursions. The school district will be responsible for obtaining a substitute teacher if one is needed.

Written permission of a student's parent or guardian, notifying parent or guardian as to the means of student transportation, will be required prior to a student participating in a field trip or excursion.

Approved: October 19, 1998

Revised: September 29, 2015