

School trips designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development can be appropriate extensions of the classroom. To the extent that a trip provides the single most effective means for accomplishing the objectives of the curriculum and that disruption of other classes is kept to a minimum, it may be approved.

Criteria for assessing the advisability of a proposed trip should include the extent to which other instructional programs are disrupted, the amount of school time missed, the appropriateness of the trip for the grade level and subject, and what additional demands are placed upon student time in order to raise funds to finance the trip.

1. One day school trips, endorsed by the principal, must be submitted for approval by central office personnel prior to the trip.
2. Overnight school trips must be submitted for approval by central office personnel **ten days in advance of the monthly board meeting prior to the trip**. If a situation arises that creates unforeseen time constraints, such as participation in post-season or other honorary events for which advance approval is not feasible at a regularly scheduled Board meeting, the Superintendent is authorized to approve a field trip and notify the Board in a timely manner.
3. Parents shall be made aware of trips involving their children well in advance of the experience. Schools will be responsible for completing the necessary process of obtaining parent permission for all school trips.
4. Schools will be responsible for using the school improvement process in planning grade appropriate, educational trips.

Adopted: August 4, 2008

Updated: January 12, 2009

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