

FIELD TRIPS AND EXCURSIONS

Field trips may be recommended by the building Principal and authorized by the Superintendent.

The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the Principal. A Warning and Consent Form should be sent to the parents/guardian of each participating child, for parent/guardian signature and return to the school. This is to be done after the field trip has been authorized.

Consent forms of those attending should be filed with the Principal at least three weeks before the trip. No child may leave the school grounds on a field trip unless this form has been signed by the parents.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal before the trip will be taken.

Any overnight or out-of-state field trips must have the approval of the School Board upon the recommendation of the Superintendent.

Overnight field trips taking place annually at the same location for the same purpose shall only need initial School Board approval. (For example, Nature's Classroom, Student Leadership Conference, and Washington D.C.) Following the initial approval, any changes to the procedures set in place for security will require School Board approval.

Appendix IJOA-R

Adopted: August 1, 2002

Revised: October 17, 2018