

## **Procedures**

### **Policy 610 - FIELD TRIPS**

All overnight student field trips must receive prior approval by the Board of Education.

Proposals for student trips should be submitted first to the Building Principal. Proposals shall include:

- Purpose of trip
- Destination
- Dates and Itinerary
- Educational benefits
- List staff involved in planning and organizing the trip, outline the time commitment anticipated and state the arrangements made to assure that these activities are manageable and will not unduly distract staff from their primary duties.
- Transportation arrangements
- Lodging arrangements
- Budget
- Funding source(s)/proposed Fund-raisers
- Scholarship availability
- Number of anticipated student participants
- Number of School Staff Chaperones  
Approximate guidelines to use are ranges of 5-10 students per adult for grades 4-5; 10-15 students per adult for grades 6-8; and 10-16 students per adults for grades 9-12. Variable affecting the ratio include type of transportation and accommodations, length and distance of trip, complexity of planned activities and location of trip.
- Number of Parent Chaperones
- Activities scheduled for nonparticipating students

If supported by the Principal, the Principal should seek School Board approval for the overnight student field trip as far in advance of the trip as possible, but no later than the second School Board meeting in August for first semester trips, the second School Board meeting in October for second semester trips, and the second School Board meeting in February for summer trips.

Fund-raising efforts should not begin until Board of Education approval has been obtained.

It is expected that efforts will be made to schedule student trips during non-student days. In the event that students will need to miss school days, the proposal must include the rationale for scheduling the trip at that time.