

FIELD TRIP PROCEDURES

Class Field Trip

Teachers may plan a variety of curriculum-related *class field trips*, which must be taken concurrently with the unit of instruction. Details of pre-trip instruction and post-trip activities must accompany the trip request form. (Exhibit 4.302 A-3) The Principal approves any Board pre-approved *class field trips*. This includes Academic and Vocational competitions. The Principal shall use his/her discretion for the number of field trips taken by a grade level.

Reward Field Trip

In addition to the class field trips, teachers may plan one *reward field trip* for academic performance, behavior, and/or attendance. The written criteria for the *reward field trip* must be established and communicated with parents and students at the beginning of the school year. The written criteria with documentation of the date and method of communication with parents and students must accompany the trip request form.

| Reward Field Trip | |
|--------------------------|----------------|
| <u>Grade Level</u> | <u>Maximum</u> |
| All | 1 |

Procedures

Approved Field Trips (4.302 Exhibit A-1):

Teacher:

- Submit field trip request to principal.

Principal:

- Ensure the field trip request does not exceed the maximum allowed.
- Approve the field trip request.
- File the approved field trip request.

Field Trips Requiring Approval:

Teacher:

- Submit field trip request to principal.

Principal:

- Ensure the field trip request does not exceed the maximum allowed.
- Approve the field trip request.
- Submit the field trip request for supervisor, director of schools, and Board approval with supporting documents (Exhibit A-3 or Reward letter sent to parents) (***For items to be considered on the Board agenda, they must be received in the director of schools' office by the 12th of the month***)
- File the approved field trip request.