

## Field Trips and Special Events\*\*

The Board believes certain special curricular activities can be meaningful, appropriate extensions of the school classroom. Such activities should be connected to the attainment of curriculum goals and basic competencies. These activities may include, but are not limited to field trips, conferences, meetings, clinics, games, competitions, performances, films, debates, exhibitions, presentations and other approved events that cannot be replicated in the school classroom.

The Board believes transportation for all special curricular activities must be funded by the district. Further, the Board discourages overnight events and grants the Superintendent authority to approve and/or deny all special curricular activities. Fundraising must have prior approval by the Superintendent and must be limited to unusual and unique needs.

The Board authorizes the Superintendent to establish rules and procedures for conducting all special curricular activities and events.

**Transportation** – Transportation for special curricular activities must be provided, governed and funded by the district. Transportation by private persons and vehicles is discouraged. Any exceptions must be approved by the administration, limited to circumstances where district transportation is unavailable and/or impractical. The district reserves the right to prescribe insurance coverage for private persons and vehicles and to require a vehicle safety inspection.

### Procedural Regulations

1. The teacher or employee contemplating a Special Curricular Activity shall secure administrative approval prior to initiating any planning.
2. The teacher shall review the educational plan and the eventual outcomes of the activity with the building principal in relation to district policy.
3. Parental permission forms prescribed by each building will be required for all activities extending beyond the normal school day. Parental notification shall be provided in written form for those activities that will take elementary students out of the normal classroom setting, but not necessarily outside the normal school day.
4. The teacher will provide parents and the administration with a detailed itinerary listing the purpose, the destination, transportation means, date and time of departure and return, and eating arrangements.
5. Teachers may obtain parental assistance to help with student supervision unless specifically exempted by the building principal.
6. Teachers shall review acceptable standards of conduct with students in advance of departure. The teacher has primary responsibility for conduct of the students and must instruct parent supervisors regarding safety and conduct rules. Students who cannot be self-controlled may be excluded from attending any given activity by the building principal.
7. Students will not be permitted to leave the group during the trip unless prior written arrangements are made by parents and with prior administrative approval.

