

Field and Other School-Sponsored Trips

When school sponsored groups leave the school premises for field trips, at least one teacher chaperone will accompany the group. Parent permit slips will be used for each student who accompanies the group. Students who are members of a regular team--athletic, speech, debate, etc.—will be assumed to have parent permission to accompany the group by virtue of their team membership, and permit slips will not be required.

Procedures for Planning School Group Tours

1. The philosophy of the school system is that field trips are encouraged.
2. The extended field trip in spite of its obvious merit, poses numerous problems.
3. Existing music, forensic, and athletic tours remain on the present basis, i.e. music trips are presently limited to three school days by previous board action.
4. Instructors and those who plan excursions, must involve the school principal, directors, and the Superintendent in the preliminary planning, before any public announcements are made.
5. All field trips will be considered on the basis of formal written notice to the principal through the department chairman and director indicating:
 - a. The purpose of the trip.
 - b. The number of school days involved.
 - c. The inclusive calendar dates.
 - d. The financial and legal aspects involved including trip insurance.
 - e. Proposed list of chaperones.
6. Trips should involve no more than three school days. Trips longer than three days should occur outside the school calendar; however, for exceptional circumstances, trips may be made during the school year with the prior approval of the principal and the superintendent. These special exceptions shall not exceed ten school days.
7. Faculty chaperones during the school year will consist of no more than three members including the director. It is understood that the District will assume the cost of substitutes where needed for each faculty chaperone for a maximum of three school days missed. If a faculty member, other than the director, misses more than three school days, personal leave, annual leave, or deduction of pay will result.