

FIELD TRIPS (CLASS RELATED)

Educational field trips will be planned and conducted in accordance with the following procedures:

1. All field trips must be approved by the principal. The proper field trip request form must be submitted to the office at least ten (10) days in advance of the date of the trip.
2. Students taken on field trips within the vicinity of a fifty-mile radius of the school district must have the approval of the principal in advance. These trips normally shall occur between 9:00 a.m. and 1:30 p.m.
3. Each elementary classroom teacher may request one field trip per school year. High school and middle school teachers may request one trip per year. Exceptions to this procedure will be allowed if circumstances support such action and are endorsed by the building principal
4. Each child who goes on a field trip must have written parental consent, including walking excursions off school grounds.
5. The teacher will provide the parents with the following information: destination of trip, date, time of departure, and estimated time of return.
6. Principals may approve parents/guardians accompanying the class on field trips.
7. Student safety is always a primary consideration. Should an emergency situation occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
8. Due to increased cost of transportation, it will be a goal of the curriculum/instruction office to limit field trips in the District to an average of three per day.
9. Classes will be restricted to taking field trips of 300 miles or more every other academic year. Classes that qualify for regional/national competition are exempt from this provision. The building principal will apply the following criteria in selecting trips for approval by the Board of Education:
 - a. Class must be accepted to participate by audition or be invited by sponsoring organization.
 - b. Value of the activity to the particular class or class group.
 - c. Relationship of the field trip activity to a particular aspect of classroom instruction.
 - d. Suitability of the activity and distance traveled in terms of the age level.
 - e. Mode and availability of transportation.
 - f. Cost.
 - g. Approval of the MSHAA when applicable.

Adopted: January 4, 1982

Revised: February 27, 1986

Revised: April 22, 2003

FIELD TRIPS (ACTIVITY-ATHLETIC RELATED)

All activity and athletic trips will be conducted in accordance with the following procedures:

1. All activity trips must be approved by the principal. Approval will be contingent upon adequate supervision including chaperones of both sexes on over-night co-curricular field trips.
2. All athletic trips must be approved by the assistant principal for athletics/activities and submitted to the Transportation Office at least five (5) days prior to the trip.
3. Activity groups will be restricted to taking field trips of 300 miles or more every other academic year. Individuals, groups/teams that qualify for regional/national competition are exempt from this provision. The building principal will apply the following criteria in selecting trips for approval by the Board of Education.
 - a. Activity group must be accepted to participate by audition or be invited by sponsoring organization.
 - b. Value of the activity to the particular activity group.
 - c. Suitability of the activity and distance traveled in terms of the age level.
 - d. Mode and availability of transportation.
 - e. Cost.
 - f. Approval of the Missouri State High School Activities Association (MSHSAA) when applicable.

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