

## FIELD TRIPS

### I. Application/approval process

#### A. Pre-approval

Preliminary approval for any day trip must be received from the building principal or his/her designee prior to dissemination of information about the trip to students or parents.

Other categories of field trips require the principal's approval and the completion of the application process and final approval before any announcement is made about the trip to students or parents. (Form #1)

### II. Overnight Field Trip Limitations

- A. A major extended overnight trip directly relating to the curriculum (i.e. American Studies Trip to Williamsburg) will be considered on a yearly basis. A major extended overnight trip represents taking over four (4) days and/or missing three (3) or four (4) days of school.
- B. A non-curricular organization will be given consideration for one major extended overnight trip every two (2) calendar years.
- C. A non-curricular organization will be given consideration for one major overnight trip every year. A major overnight trip represents taking two (2) to three (3) days and/or missing one (1) day of school.
- D. A maximum of two (2) general overnight trips for each extracurricular activity will be considered each calendar year. A general overnight trip is one which does not result in the loss of any school days.

### III. Guidelines

- A. Permission shall be obtained from parents, in writing, on the appropriate approved district form. No student will be permitted to participate if parental permission is not obtained prior to departure.
- B. Students will cover the costs of overnight field trips through their clubs or organizations at their own expense.

- C. Student participation in these activities shall be voluntary.
- D. Students who do not participate in these activities shall not be adversely affected in terms of their course requirements, grades, or eligibility to participate in other activities of the class or groups.
- E. The "Code of Student Conduct" standards apply on a field trip.
- F. All prescription/over-the-counter drugs must be handed to the advisor prior to departure. Each container, whether it be prescribed or over-the-counter, is to be labeled as to the student's name, date, medication, dosage, and time to be given. The advisor will be responsible to insure that medication is taken under the supervision of the advisor and at the appropriate time. Notification should be made to the advisor of any special health problems; that is, allergic reaction to any drugs, diabetes, etc. This notification will be in writing.
- G. Students will be permitted to make up all school work within a reasonable time limit after returning from the field trip.