

FIELD TRIPS AND EXCURSIONS

School sponsored field trips, excursions, co-curricular and extra-curricular trips beyond School District property must be justified by their benefit to the students in relation to the curriculum and shall be subject to the following considerations:

1. The value of the learning objectives
2. Loss of instructional time: The Superintendent shall closely monitor all travel to ensure that students and staff are not losing instructional time unnecessarily due to these activities.
3. Distance
4. Cost
5. Safety/liability (including medical support)
6. Adequate supervision

Field trips, excursions, co-curricular and extra curricular trips, as school activities, are considered an extension of the school campus. Therefore, all school district policies and school rules shall apply for all students as well as chaperones.

Day Trips

These are occasions when a class or group of students leave school grounds to engage in a planned learning experience that is impossible in the classroom, and which will continue and extend the ongoing program of instruction. They shall relate to the subject matter and objectives of instruction in the grade levels considering the trip. Student attendance for all class members is expected. Approval must be sought in a timely manner and granted by the building principal and the superintendent.

Co Curricular and Extra Curricular Trips

These are occasions when attendance and participation are optional, and when student achievement or grades are not affected. Such trips are generally outside the school curriculum and include such authorized activities as interscholastic competition, class and club trips. Approval must be sought in a timely manner and granted by the building principal and the superintendent.

Overnight Trips

Overnight trips including co curricular and extra curricular trips (exclusive of scheduled competitive events) shall be permitted in those instances where the trip will provide students with an opportunity to participate in a learning experience unavailable within the usual school program, and directly relevant to the school program.

International Travel

International travel shall be permitted in those instances where the trip will provide students with significant educational value.

Approval of overnight and international travel must be sought in a timely manner and granted first by the building principal and superintendent who shall then present it to the school board for approval. Approval by the School Board shall consist of preliminary approval (permission to plan) and final approval (permission to proceed). Except to determine interest/feasibility, no substantive discussions of foreign travel can be conducted with students until preliminary approval is granted by the School Board.

When students are involved in exchange programs involving overnight stays in the homes of other students, the District shall use a reputable and licensed placement

- 1 agency. The agency shall have liability insurance naming Shaker Regional School
- 2 District as an additional insured. The agency shall be responsible for screening visiting
- 3 students who will be attending Shaker Regional School District, chaperones, and
- 4 families who will be hosting Shaker Regional School District students.
- 5
- 6 The Superintendent shall publish rules and procedures relating to this policy.