

IFCB **Field Trips**

IFCB

Field trips are excursions away from the school building that support a curricular, co-curricular, or extra-curricular course, subject or activity. Field trips shall be approved by the principal or designee when reasonable educational objectives can be established. A consent form and medical release as required must be on file for a student to participate in a field trip.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal or designee. High School students may not drive to or from field trips outside the city limits unless approved by the school principal or designee.

Parent Information

Each building principal or designee shall require that written notice is provided to parents of a forthcoming field trip. The notice shall include the nature of the trip, departure time, expected return time, name of sponsor(s) and mode of travel. The written notice shall also provide a way for a parent to ask that a child be excused and to provide a reason(s) for the excuse.

Extended Field Trips

Field trips which require more than two nights away or are beyond the states contiguous with Kansas must have Board approval at least thirty business days in advance. In unforeseen circumstances, permission may be granted by the superintendent with a follow-up report to the Board. Recommendations for extended field trips must have building principal or designee approval. Sponsors of co-curricular and extra-curricular extended field trips must work with the principal or designee to establish a schedule

with trip-related information. A list of participating students, sponsor(s) and chaperone(s), together with parent permission forms must be provided to the principal or designee.

Non-School Sponsored Trips

Non-school sponsored trips organized by employees acting as independent contractors or agents involving students on a volunteer, self-supporting basis are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned trips or tours rests with the individual(s) and agency sponsoring them. The District assumes no legal or financial responsibilities for non-school sponsored trips.

Every attempt should be made to schedule non-school sponsored trips during weekends and/or school vacation periods. If travel arrangements necessitate that some school days are missed, normal procedures for staff and students absences must be followed.

Planning and fund-raising for non-school sponsored trips shall not occur during the school day. Printed materials shall show a disclaimer statement that the event is not school-sponsored and should not use school district logos, images or letterhead. Advertising or promotional material shall not be produced using district copiers, printers or other resources.

Approved: 5/05; Revised: 1/15