

Board Policy Document

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## STUDENT PERSONNEL

### *Series 500*

**Policy Title:** Student Field Trips

**Code Number:** 503.12

Written parental permission will be required prior to the student's participation in field trips not associated with interscholastic activities.

Field trips for education purposes may be authorized by building principals within the community and state, or within a two-hundred mile radius of Sioux City, when such trips are related to the curriculum and educational goals of the District. Trips outside this perimeter, but within the continental United States, will require prior approval of either the Director of Secondary Education or the Director of Elementary Education.

Field trips outside the continental United States, which fall wholly or partially during the school year, will require prior approval of the Superintendent and Associate Superintendent, and will need to be submitted through the Associate Superintendent by the Principal with his/her recommendation. A submission for approval needs to include the educational purpose of the trip, its relationship to the curriculum, the itinerary of the trip, the cost of the trip, the cost for student/parent(s), the fund-raising implications of the trip, and whether any member of the trip is receiving free passage and/or stipend.

No field trip shall exceed two consecutive school days during the academic year. Principals will be required to evaluate the number of days missed for a particular trip in conjunction with other instructional days being missed by students before submitting trips to the Associate Superintendent/Superintendent for approval.

Provision of board policy 502.1—Student Conduct and the Student Code apply to all school-sanctioned travel.

First Adoption: September 13, 1994 1  
Revision Adoption: October 9, 1995/September 28, 1999/June 12, 2001/January 11, 2005

Legal Reference: