STUDENT PERSONNEL

Series 500

Policy Title: **Student Field Trips**

Code Number: **AR503.12**

The following administrative procedures shall apply:

1. When authorizing or recommendation field trips, the building principal shall consider the financial condition of the District, the school, the cost, and its implications on fundraising, the inherent risks or dangers of the activity, the educational benefit of the activity, and other factors deemed relevant by the Superintendent.

2. Proposed field trips are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the teacher/sponsor, inclusive of any general or activity funds the principal may authorize. Following field trips, the teacher must submit a written summary of the event to the building principal.