

SHERBURNE ELEMENTARY SCHOOL

FIELD TRIPS

Policy

The Board endorses the use of field trips as extensions of classroom experiences.

Implementation

Teachers shall organize and carry out field trips according to the following guidelines.

1. Teachers should submit to the Principal a written request for a field trip which includes a statement of learning outcomes and associated costs.
2. Teachers organizing field trips will be responsible for obtaining permission slips from parents, scheduling transportation and overseeing arrangements with the site of the field trip.

Clerk:

Date Warned: 5/8/07

Date Adopted: 6/12/07

Legal Reference(s):

Cross Reference: Curriculum Development (G1)

SHERBURNE ELEMENTARY SCHOOL DISTRICT

Field Trips and Excursions Procedure

- A. When busses are used and not paid for from budget funds.
 - 1. The teacher will make all arrangements for the field trip.
 - 2. The teacher will make sure of arrangements for the bus and payment for services rendered.
 - 3. The teacher will follow procedures that have been established within the school for field trips. This will include submission of a proper application form to the principal.

- B. When busses are used and paid for from budget funds.

The teacher will use the same procedures as outlined above in A-1, 2 and 3 except that:

 - a. one copy of the application form, approved by the principal, must be submitted to the Superintendent's business office.
 - b. Payment for the service rendered in this instance, will be made through the Superintendent's business office.

- C. When transportation is not needed for a field trip, the teacher will proceed as in A-1 and A-3.

- D. All requests for field trips must be submitted to the principal in conformance with these procedures.