FIELD TRIPS AND EXCURSIONS

REGULAR FIELD TRIPS are those occasions when a class or a group of students leave school grounds to engage in a planned learning experience that is impossible in a classroom, and which will continue and extend the on-going program of instruction. They shall relate to the subject matter and objectives of instruction in the grade level considering the trip. Student attendance for all class members is expected.

CO-CURRICULAR TRIPS are those 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 interschool competition, class and club trips.

OVERNIGHT TRIPS sponsored by school personnel must have prior permission of the school board or Superintendent in cases where such approval authority has been delegated by the board. Overnight trips are discouraged except in those instances where the trip will provide students with an unusual opportunity to participate in a learning experience unavailable within the usual school program, but generally conceded to be directly relevant to the school program. For the purposes of this paragraph, when the school board approves a request for overnight field trip, it may also grant the Superintendent the authority to administratively approve subsequent periodic requests for similar trips. Examples of such circumstances could include (but shall not be limited to): repetitive convention attendance by club or student groups, regular or annual attendance at off-site learning facilities such as environmental camp, or travel to regional or national competition by qualifying interscholastic athletes. Such standing authority as to any given event shall lapse if not exercised in any 24 month period.

STUDENT EXPENSES - The student costs of field trips which are part of the student curriculum shall be reasonable in light of the age of the students and their ability to defray his/her own costs, and shall not operate to impose financial hardships on any student. Provisions shall be made for cost reduction/waiver in the case of demonstrated hardship. Consideration shall be given to the cumulative student costs of multiple field trips within a given year.

TRAVEL STUDY GROUPS - Travel agencies or other organizations or persons shall not be permitted to enter school for the purpose of advertising, promoting, or enrolling students for privately sponsored travel study programs and trips, and school district personnel shall not advertise or enroll students for such trips.

* * * * * * * * * * * * * * *

The school board accepts the premise that first hand knowledge and observation of selected sites or activities is frequently an excellent instructional strategy. The school board can endorse those activities that complement the instructional program and increase the awareness and knowledge
of students providing there is adequate preparation and follow up of the educational objective, and providing there is adequate supervision to assure safety of the participants.

It is unreasonable for the school board to regulate those activities occurring on non-school time and sponsored outside of the regular approved school programs; therefore, the board neither sanctions nor prohibits these trips, but will not assume responsibility.

The Superintendent of Schools is directed to prepare regulations for each of the defined trips above, and to prepare parental permission forms as required by the regulations.

A list of field trips shall be reported to the school board at least monthly.

In the event a scheduled field trip is planned for a class that includes a handicapped student needing special attention because of mobility problems, the teacher shall so advise the building principal. There shall be a special effort to provide assistance so as to allow participation. Failing to make special arrangements, the field trip shall not be permitted.
REGULAR FIELD TRIP

The responsibility to determine if a regular field trip meets the policy of the school district rests with the building principal.

1. An accurately completed field trip application form must be submitted to the building principal at least 10 school days prior to the planned trip.

2. Overnight trips must be submitted to the Superintendent of Schools at least 20 school days prior to the planned trip.

3. The principal shall approve or deny the application for field trip form.

4. Prior to departure, the building principal shall receive from the parent of each child scheduled to make the trip a written permission slip.

5. Just before departure, the building principal shall receive a list of all students actually going on the trip.

6. Students in attendance without parental consent shall remain in school and shall be assigned by the building principal.

7. Arrangements for transportation shall be approved by the building principal.

8. Transportation: A school bus is to be used for all trips outside of Salem if more than 10 students are taking the trip.

9. The use of private cars is not encouraged. However, if private vehicles are used for a field trip, the individual providing the vehicle shall be informed that insurance on the vehicle carried by the owner will be the first charged in the event of an accident. The school district carries liability insurance to cover insurance costs above those carried by the owner in the event there is an accident.

The building principal shall approve/disapprove the request based on an analysis of the instructional purpose, appropriate transportation, qualified and numerical adequate supervision, and financial limitations.
CO-CURRICULAR TRIPS

1. A request form for co-curricular field trips is required except in those instances of scheduled interschool competition. Unless the trip is an overnight stay, the building principal will make a determination to approve or disapprove the request.

The same regulations for regular field trips apply to co-curricular trips except as excluded above.
OVERNIGHT TRIPS

1. A request for Overnight Stays must be made on the appropriate school district request form and be submitted no less than 20 school days prior to the trip.

2. Students will be charged all costs including transportation, lodging and meals, fees and honorariums. A detailed notice of costs shall be provided each student, parents, and the school board.

3. The appropriate signed parent permission form must be submitted to the building principal.

4. Field trip forms must be accurate and complete, and shall include no less than the description of activity, dates and time, transportation arrangements, destination, provision for medical emergency, daily itinerary including a telephone number where the group may be contacted each day of the trip, and a financial statement.

5. If fund raising activities are used by school personnel or students the nature of the fund raising activities must be approved by the Salem School Board prior to the engagement in the fund raising activities.
FIELD TRIPS AND EXCURSIONS

In situations where unforeseen conditions related to assuring the safety of students, staff, and other adult chaperones on either one-day or overnight field trips present themselves, the superintendent may withhold or rescind approval for the trip. Prior to making the final decision, the superintendent will give due consideration to the following criteria:

1. Level of national threat as determined by the Office of Homeland Security
2. Probability that the location/destination may be a target of a terrorist attack/severe unrest/disruptive event
3. Method of travel
4. Size of the group
5. The current and potential impact of weather on safety
6. Other critical information, including but not limited to, recommendations from state/national authorities, or other persons possessing expertise in the matter
7. The security arrangements made by the host or sponsoring agency
8. Consultation with the chairman of the school board

Adopted 4/22/03
REQUEST FOR EDUCATIONAL FIELD TRIP - (DAY TRIP)
(Request must be submitted at least ten (10) days prior to trip)

<table>
<thead>
<tr>
<th>Teacher Name (Please Print)</th>
<th>School</th>
<th>Grade</th>
<th>Date of Trip</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Destination (Place, City, State)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Return Time</th>
<th># Students</th>
<th>Cost/Student</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Purpose (Include classroom preparation and planned follow up):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Number of Chaperones: ________________________________________________________

Transportation: ____________________________________________________________

<table>
<thead>
<tr>
<th>Company</th>
<th># Buses</th>
<th>Date Called</th>
<th>Cost Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Miscellaneous Information: _______________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

(____) Approved (____) Disapproved

__________________________  ________________________
Building Administrator Signature  Date

Original:  Superintendent of Schools
Copy:     Building Administrator

Revised 5/95
REQUEST FOR EDUCATIONAL FIELD TRIP - (OVERNIGHT STAY)
(Request must be submitted at least twenty (20) school days prior to departure)

Date of Trip: _______________________ School: _________________________________

Destination: ________________________________________________________________

Time of Departure: _______________ Estimated Time of Return: ____________________

Number of students on trip: _______ Cost per student: ____________________________

Purpose of trip: ______________________________ ________________________________

How are funds to be obtained: ________________________________________________

List of chaperones: __________________________________________________________

Provision for medical emergency: ______________________________________________

Transportation: (List company): _______________________________________________

A daily itinerary shall be attached.

A financial statement is required within 20 school days of return.

Teacher: __________________________ Date submitted: _____________________________

( ) Approved ( ) Disapproved ________________________________

Building Administrator Date

NOTE:  OVERNIGHT STAY REQUIRES THE APPROVAL OF THE SALEM SCHOOL BOARD,
UNLESS IT IS A RECURRING TRIP WITH PREVIOUS APPROVAL. ANY CHANGE
MUST BE SUBMITTED.

Copy: Building File
Superintendent of Schools

REVIEW SALEM SCHOOL DISTRICT POLICY IJOA AND REGULATION IJOA-R3

Approved 1979;
Revised 9/02; 8/08
Dear Parent/Guardian:

Our students have been organized for an educational field trip to
______________________________________________________________ on ___________________
Description of activity: _________________________________________________________________
Purpose of activity: ____________________________________________________________________
Alternative to activity: __________________________________________________________________
Departure date/time: __________________________  Return date/time: __________________________
Transportation provided by:______________________________________________________________
Chaperones/supervisor(s): _______________________________________________________________
____________________________________________________________________________________

Known planned activities during trip: ______________________________________________________

Recommended clothing/equipment/supplies: ________________________________________________

The cost of this trip is borne by the students. We therefore are requesting $ __________ to pay for the
following expenses:

Transportation ______________ Admission ______________ Other ______________

Incidental fees for meals are at an additional cost.

The safety of all students is extremely important to the administration and staff of the Salem School
District It is our obligation is to take reasonable precautions for the safety and well being of all students
while on a field trip. Your child is required to act responsibly to ensure his/her safety and the safety of
others.

In order to be certain that you understand all of the above information, we ask that you sign the consent
form below and return it to school by ________________________________.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
CONSENT FORM

I hereby grant permission for ______________________________________________ to participate
Student Name
in the education activity as described above.

________________________________________  __________________________________________
Date                                      Parent/Guardian Signature

Revised 12/1/03