



**Field Trips and Excursions**  
**School Board Approved: June 18, 2018**

School Board Policy Manual  
**POLICY: IJOA**

The teacher, in requesting permission to take his/her class away from the school grounds, must submit the details of such a trip to the Principal, including how the field trip supports course objectives and aligns with the learning progressions. After the field trip has been approved, a District Parental Consent and Release Form should be sent to the parent(s) or guardian(s) of each child participating. The signed District Parental Consent and Release Form of those attending must be filed with the Principal before the field trip. No child may leave the school grounds on a field trip unless the parent(s) or guardian(s) has signed the form.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the Principal before the trip will be taken.

The school principal may approve field trips, except for out-of-state travel or over-night trips. Those must be approved by the School Board. Extended, multi-day field trips should not be scheduled while school is in session.