

School-Sponsored Trips

The School recognizes that School-sponsored trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the School. Properly planned and executed School-sponsored trips should:

1. supplement and enrich classroom procedures by providing learning experiences in an environment outside the School;
2. arouse new interests among student;
3. help students relate School experiences to the reality of the world outside of School;
4. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
5. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip or School-sponsored trip shall be defined as any planned journey by one or more students away from the School premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other School-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the School's total educational program.

The Principal or his/her designee shall approve all trips before taken.

Students may be charged fees for School-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all School-sponsored trips remain under the supervision of the School and are subject to the School's administrative guidelines and policies.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the School who takes students on trips not approved by the Principal or his/her designee. No staff member may solicit students of the School for such trips within the facilities or on the School grounds of the School without permission from the Principal his/her designee. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the School's Policies.

The School sets forth these guidelines for the operation of both educational and other School-sponsored trips, including athletic trips, which shall ensure the safety and well-being of students, proper planning and follow-up, supervision and the expected behavior of the students.

A copy of each student's Emergency Medical Authorization Form should be in the possession of the staff member in charge on each trip.

Staff shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

The Principal has discretion in determining whether students will be allowed to participate in a non-curricular School-sponsored trip. When a student has been a disciplinary problem and it is reasonably determined that the student would embarrass the School with disrespect or inappropriate behavior, the Student may be denied participation in the trip.

See **Appendix 282-A** School sponsored Trip Permission Form.