

WOODBURY LEADERSHIP ACADEMY

Adopted: August 26, 2014

Amended: August 22, 2017

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student field trips and to identify the general process to be followed for review and approval of field trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the Board of Directors is that all student field trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student field trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These field trips shall be subject to review and approval of the Director, and shall be financed by school district funds within the constraints of the school budget. Fees may not be assessed against students to defray direct costs of instructional field trips.

B. Supplementary Trips

This category pertains to those field trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of field trips in this category involve student activities, clubs, and other special interest groups. These field trips are subject to review and approval of the Director. Financial contributions by students may be requested.

C. Extended Trips

Trips that involve one or more overnight stops fall into this category. Extended field trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: Director and Board of Directors. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament

competition). These field trips shall be financed by school district funds within the constraint of the school budget.

III. REGULATIONS

A. Rules of conduct and discipline, as outlined in handbook, for students and employees shall apply to all student trip activity.

B. The teachers shall be responsible for providing more detailed procedures, including parental involvement/permission, supervision, and such other factors deemed important and in the best interest of students.

C. Transportation shall be furnished through a commercial carrier.

D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from director.

E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by Director.