

**FIELD TRIPS and EXCURSIONS**

The overall purposed of field trips and excursions is to enhance and enrich curricular, co-curricular and the extra-curricular offerings of the total K-12 educational program.

Requests for all school-sponsored trips must be submitted in writing to the building principal for initial approval, then to the Superintendent for final approval. Requests for trips for regularly scheduled competitive events may be obtained prior to the start of the schedule and cover all trips for the season in that particular competitive event. Documentation will be kept on file. Only trips which are educational in nature or are part of an approved athletic program or co-curricular activity will be considered. Overnight trips must meet the above requirements and, in addition, have the approval of the School Committee:

1. Before the expenditure of funds and at least one month prior to the trip, the request must be presented to the School Committee for concept approval.
2. At least two weeks prior to the trip, the request must be presented to the School Committee for final approval.
3. Superintendent may consider bringing field trips forward to the School Committee when (s) he feels there are extenuating circumstances that warrant consideration.

Only students who have submitted signed parental permission forms may participate in field trips and excursions.

Adopted: June 1986

Revised: July 5, 1994

Revised: May 6, 1997