

## FIELD TRIPS

As the school year begins, teachers typically look ahead to develop their long-range plans for the year. Some teachers feature field trips or other related educational experiences (guest speakers, multi-class activities, etc.) to supplement their classroom instruction. Field trips are considered an excellent supplement to classroom activities when they are directly related to coursework and thoroughly planned. **Please keep in mind that transportation and substitute teacher costs (if applicable) must be included in the fee charged to students.**

Teachers are strongly encouraged to weigh the curricular value of field trips and other activities that require students to be pulled from other classes against any financial cost to students, as well as the impact their planned trip or activity may have on other teachers' classes, the lunch program, and/or the regular operation of the building. **All field trip procedures and permission forms are available in hard copy form in the main office, or in digital form on the building's computer network. See the principal's secretary for assistance.**

Note: Students who will be absent from other teacher's classes will be listed on a memo that must be dated and signed by the principal. **This list must be made available to the impacted staff at least TWO weeks prior to the absence.** Teachers of affected students should contact the teacher(s) in charge of the field trip if they have concerns about a student's participation.

Field trips will not be approved, except under significant extenuating circumstances, during the following time frames:

- During the first or last two weeks of each semester (after the third week of May for seniors).
- Three days before the end of a quarter or extended break (Holiday, Mid-winter or Spring Breaks).
- Fall and Spring Count Days (September and February, dates subject to change each year).

**At the conclusion of any field trip or other activity where students are pulled from their class(es) for school business purposes, the teacher in charge of the activity will submit a list of students who participated to the attendance office.** After the list has been submitted, the attendance office will enter school business absences for the appropriate class periods on the student attendance records.