

**Board Policy****Descriptor Code: IFCB****FIELD TRIPS****Approved: November 11, 2004****Revised: March 13, 2008**

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Same day field trips must be scheduled in advance and approved by the school principal, transportation director and director of instruction. Field trips (excluding community based instruction, student performances, orientations, and athletic events) are limited to excursions that enhance student mastery of state mandated testing objectives and learning content standards. Documentation of the lesson plan must be submitted with the field trip request. Individual student participation in a field trip is subject to the principal's discretion.

Field trips that require out of state travel with overnight stays must meet our regular requirements concerning curriculum and they also must have prior approval of the Board of Education. The request for any out of state field trip must be submitted to the Board of Education prior to the start of any activity connected with the field trip. This request must include the group of students going, the time that the trip will occur, the itinerary for the trip, the approximate cost for the trip, and the way the field trip will be funded.