

## Concord School District Policy #694

### Field Trips

The School Board believes that field trips provide teachers and students with the opportunity to reinforce, enhance and broaden the academic instruction which takes place in the classroom. Field trips offer the opportunity for students and teachers to work with each other in a different environment. The Board also recognizes the value of international study trips.

All field trips must be approved by the building Principal. The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the Principal using the appropriate form. Field trips must be approved by the Principal prior to any parent notification or any final announcement of plans to students.

A consent form should be sent to the parents of each child participating for a signature and return. No child may leave the school grounds on a field trip unless the form has been signed by the parents. If a parent fails to permit a student to participate in a field trip, the student will spend the time in an educationally appropriate, supervised setting and parents will be so informed. A student's grades will not be negatively affected for failure to participate in a trip. Trips will always be properly supervised in accordance with District procedure. If a student's behavior threatens his or her safety or that of others, the student will not accompany the class unless precautions are taken to provide appropriate supervision. Generally, field trips will be taken to the site which is nearest and most efficiently allows the students to achieve their educational goals unless there is compelling reason to do otherwise.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be collected before the trip is taken. The Board will annually consider funding District field trips.

Any overnight, out-of-state or international field trips must have the prior approval of the Superintendent.

Adopted August 7, 1989. Revised September 3, 2002; March 3, 2003; June 5, 2017  
Corresponds to NHSBA Policy IJOA