

Section: 4000 - Curriculum and Instruction

Title : Grade Level Overnight Field Trip Protocol

Number: 4100

Status: Active

Adopted: August, 2013

GRADE LEVEL OVERNIGHT FIELD TRIP PROTOCOL
Revised August 2013

- 1) Only one overnight field trip for grades 3-8 per school year is permitted. Beginning with the 2013/14 school year, state mandated exams must take place within the last ten days of school. Thus, end of year trips will be limited. The week before Christmas or Easter Break may be the more appropriate time to schedule any overnight trips.
- 2) Each grade team must decide on a Core Knowledge related trip during teacher workdays, by August 31. Administration must approve trips, and assure no overlap between grade levels.
- 3) Overnight trips must be requested and paperwork completed by September 15.

NO EXCEPTIONS! A payment plan for parents must be set up and approved to make sure costs of per-registrations are covered.
- 4) Fundraisers for field trips must be limited to one grade-wide fundraiser, approved by the school finance officer and principal/headmaster. The fundraiser is limited to help cover extra expenses like meals and tips, and is not to replace the parent payment plan that covers hotel, bus, and event planning.