

Field Trip Procedures

Guidelines

1. Definition of Extended Extracurricular Field Trip: Any optional field trip which requires missing at least two consecutive school days. (This definition does not pertain to situations where students/staff represent the district at state, national, or international competitions or events.)
2. The limit for any extended field trip will be five school days. Using five school days is a maximum not a target number. Extended extracurricular field trips should be planned to use as few school days as possible.
3. Field trips which take students out of the state or are planned to keep students overnight must be submitted one month in advance for approval by the board. Outdoor education resident programs must be presented to the Board for approval. The superintendent has the authority to approve all other field trips.
4. Overnight and/or out-of-state field trips that are the result of success in tournaments, playoffs, or other competitions that are a part of required scheduled activities require Superintendent approval.
5. Individual faculty member participation will be limited to a maximum of five school days for extended field trips in a two-year period.
6. Students will be allowed to participate in only one extended field trip per year.
7. Students that are academically ineligible at the most recent prior grading period to the planned field trip will be ineligible for the trip. A student failing a class at the time of the trip will also be ineligible. Activity advisors and/or administrators may set higher academic standards for any specific field trip.
8. Students who have been absent more than five days during the grading period of the extended field trip are ineligible for the trip. These absences do not include absences due to school sponsored or related activities. Extenuating circumstances will be considered by the building principal.
9. Students will be ineligible for extended field trips if they have been suspended from school for any reason during the current school year. Activity advisors/administration may set higher behavioral standards for any specific field trip.
10. Students will be notified of extended field trip opportunities by the sponsoring clubs and organizations.

Lynden School District No. 504
BOARD POLICY

No 2320P

11. Groups and club advisors will make available a copy of this policy to all students within their organization.
12. There will be a limit of two extended field trips per year at a given building. In order to provide the opportunity for different high school groups to apply for extended field trips, specific high school groups will be limited to once every three years.
13. Advisors of each extended field trip group of students will develop and document the various activities used to make the students accountable in terms of academic growth and sharing of experience during and following the conclusion of the field trip.
14. Students will be chaperoned at a ratio of one adult per ten students with at least one chaperone a certificated staff person. Parent volunteers must meet the requirements of Board Policy 5630. For groups over twenty the chaperone ratio should be two staff per one volunteer.

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