

FIELD TRIPS AND EXCURSIONS

Field trips and excursions by various classes are permitted by the administration. When teachers find it necessary for such activities, the following acts will be taken:

1. Seek approval two weeks beforehand through the principal's office.
2. Turn the names of the students attending the trip into the office no later than one week prior to the trip or event.
3. Make proper plans for your class prior to making the trip.
4. Secure permission from proper authorities who are to be advised.
5. If possible, plan the trip to coincide with the regular school day.
6. Make necessary arrangements for the bus driver through the principal's office.
7. Arrange for a contact person to notify if the return trip will be delayed.

When students return after normal school hours, it is standard procedure for the sponsor to open the building for access to the telephone. Supervising teachers will remain with the students until all are on their way home.

Senior trips, except for local field trips, may not be taken during the regular 180-day school year.

The board of education defines educational field trips as visits to an area industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, or farm, ranch, rock quarry, creek, river, park, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of, or acquiring additional knowledge in the subject. It does not refer to recreational outings or excursions, interscholastic contests, or extracurricular activities where students perform or compete.

The board recognizes educational field trips as a part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable educational experience for students:

1. Will this be a better experience for students than other activities that might be conducted within the school building?
2. Should the trip be denied for safety reasons due to trip location and advisability?
3. Would the students profit more from the field trip than they would from an available motion picture, videotape, slides, filmstrip presentation, model, experiment, resource person, etc.?
4. Will the field trip enrich the lives of the students involved?

Any school-sponsored trip exceeding 350 miles from Gracemont or outside the state of Oklahoma must have prior board approval. Any trip less than 350 miles must have approval of the superintendent or a designee. Distance, educational value, student safety, and expense will be taken into consideration before approval is given for any trip or activity.

The decision as to whether overnight travel will be involved will be made by the superintendent or a designee. If a trip requires overnight travel, rooming assignments will be made in advance by the superintendent or a designee. When making rooming assignments, the superintendent will ensure that an appropriate number of adults will be involved in the activity trip to provide adequate supervision of students. Sponsors will be expected to do random inspections to ascertain whether students are in assigned locations.

REFERENCE: Department of Education, Administrator's Handbook