

Title: Field Trips Policy

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Policy0025b
Supersedes	Policy0025a
File Location	www.bethanycharter.org
Board approval date	July 5, 2004

Revision History

Revision	Date	Revision Description	Originator
A	July 5, 2004	Initial release	K. Buchheit
B	June 14, 2005	Amend policy	K. Buchheit

EDUCATIONAL FIELD TRIPS AND EXCURSIONS

1. Bethany Charter School recognizes the value of special activities in the total curriculum and agrees that students profit from carefully planned learning experiences.
2. Field trips and other student activities involving travel must be authorized by the Bethany Charter School Administrator or by the Bethany Charter School Board when such trips and/or activities contribute substantially to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration will be given the educational values to be derived and the safety and welfare of the students involved.
3. All field trips must have approval of the administrator prior to any financial expenditure or notification of parents or students. In order for the administrator to give approval, the Field Trip Approval Form needs to be filled out and these questions must be answered:
 - a. Are there budgeted funds available?
 - b. Does the cost of the field trip fall under the authority of the administrator to approve as outlined by the Spending Approval Policy?
 - c. If the cost needs approval by the Bethany Charter School Board, has this been done?
4. If the Bethany Booster Club is to provide any funding, then approval by the Bethany Booster club, given at a regular meeting, is also necessary prior to any financial expenditures or notification of parents and students.

5. Parents shall be notified of any field trip activity that leaves the school grounds regardless whether or not transportation is needed a minimum of 7 days in advance of trip.
6. Activities in the local area (i.e. nature walks, neighborhood parks, local market, etc.) where the students will walk to the site also require parent notification. The safety of the students is paramount, and visits to the neighborhood sites shall be conducted with caution.
7. Each student who participates in scheduled field trips must present a signed acknowledgement slip from his/her parents or guardian.
8. Students who have not received parental authorization will remain in school in a class assigned by the school.
9. Should the opportunity come up for a field trip but there is not enough time for a 7 day advance notice and there is no other possible scheduling for the field trip, the administrator may contact the Bethany Charter School Board for a waiver of the 7 day advance notice. Also in this situation, if the Booster Club is to be asked for help with funding the field trip, the administrator may also contact the Booster Club outside of a regular meeting for approval of funding.