

# Scott County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips and Excursions</b>	Descriptor Code: <b>4.302</b>	Issued Date: <b>06/13/02</b>
		Rescinds: <b>4.302</b>	Issued: <b>08/08/96</b>

1 The Board encourages field trips when the experiences are an integral part of the school curriculum  
2 and contribute to the Board's desired educational goals.

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4 Requests for field trips shall adhere to the *District Field Trip Manual* which shall include a list of  
5 current Board-approved day trips by grade and/or building. In addition to the day trip procedures, a  
6 list of Board-approved overnight trips will appear in the *Field Trip Manual*. If the trip is listed, no  
7 further action need be taken. If the trip is not listed, the request must be made with time for it to  
8 appear on the Board agenda twice: information and action (approximately three (3) months prior to  
9 the date of the trip).

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11 In addition to the day trip procedures, trips abroad must be individually approved by the Board  
12 (approximately six (6) months prior to the date of the trip). No approved list for trips abroad will be  
13 maintained.

## 14 **NON-SANCTIONED FIELD TRIPS**

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17 Non-sanctioned field trips organized by employees acting as independent contractors/agents involving  
18 students on a volunteer, self-supporting basis are not approved by the Board and are not considered a  
19 part of the curriculum. Total responsibility for privately planned field trips or tours rests with the  
20 individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities  
21 for non-sanctioned field trips.

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23 If recruitment of students is sought through the school(s), the request for recruitment shall be made in  
24 accordance with those of private citizens. Recruitment efforts shall not occur during class time or the  
25 employee's work day.

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