



## **Field Trips and Travel Study Trips**

The Board recognizes that the first-hand learning experiences provided by field trips can serve as an effective and worthwhile means of learning. The Board encourages field trips that are part of and directly related to the school's educational program and will yield greater learning opportunities than other educational experiences.

Specific guidelines and appropriate administrative procedures shall be developed by the Chief Executive Administrator, or designee, to screen, approve, and evaluate trips and to ensure that reasonable steps are taken for the safety of the participants.

All travel study trips sponsored by school personnel or offered by other individuals or groups through the schools shall require prior approval from the Chief Executive Administrator. Travel study trips are defined as overnight trips and trips exceeding 200 miles round trip.

These guidelines and procedures shall assure that all field trips have prior administrative approval. CEC's Chief Executive Administrator shall be informed of all overnight trips.

**Forms:**

- CEC Field Trip Process Checklist*
- CEC Field Trip Fundraising Approval*
- CEC Field Trip Permission*
- CEC Field Trip Student Roster*
- CEC Initial Field Trip Approval*
- CEC Internal Field Trip Transportation Request Form (online)*
- CEC Responsibilities of Chaperones*
- CEC Special Medical POA and Risk Waiver*