

**Vallivue School District 139**

1. All field trips and student activity travel sponsored by the district or its approved organizations shall be provided through stipulations of the lease contract unless special arrangements are made with the principal and superintendent.
2. Each written request for a field trip or activity travel shall be considered on an individual basis with the approval of the principal and superintendent or his designee required. Approval may be denied if buses are not available or if the individual building budget cannot support the cost of the trip.
3. Trips, which are approved, are limited to those that are part of the total educational program and occur during the school year. Field trips for secondary students shall be only approved in connection with subjects for which credit is given other than those in Item 4 below. An objective for the field trip should reflect the appropriate learning as a result of the field trip.
4. The cost of transporting students for approved interscholastic activities will be paid by the district and is not part of the cost of the state supported transportation program. Activities sponsored by the Idaho High School Activities Association will be approved.
5. Field trips approved by the principal and superintendent or his designee, other than those listed in Item 4 above will not be approved unless the district is reimbursed for the cost per mile as determined by the procedures established by the Department of Education.
6. Private cars will not be used for field trips or student activity travel, except in an emergency, unless accompanied by the student's parent or an employee of the district. The principal must approve such travel, and superintendent notified.
7. Funds must be available or the source of funds assuring availability identified prior to approval of the trip. Payment to the clerk shall be made not later than the tenth of the following month.
8. Administrators should provide the teachers and parents a detailed written time schedule of the itinerary of the field trip, prior to the beginning of the trip, if the field trip extends beyond the regular school day.
9. Each building principal will be allotted a specific budget amount weighted to reflect enrollment and staff. If the budget amount is overspent, the building budget will be debited that amount in the new budget year.



**LEGAL REFERENCE:** Idaho Code Section 33-512(12), SBE – Transportation Rules and Regulations

**ADOPTED:** 9/13/82

**AMENDED:** 7/9/84, 10/11/94, 7/14/98, 8/14/01, 7/13/04, 8/14/07 (replaces #603.3)