

Field Trip Categories

Category	Definition & Examples	Approval Needed	Bulk Submission Windows Completed via Google Form	Non-bulk Submissions Completed via Paper Form
1	<p>Overnight Field Trip</p> <p>Curricular/Co-curricular: Overnight trip connected to an approved <i>course of study</i> or by a club that is based on <i>academics</i></p> <ul style="list-style-type: none"> ● Costa Rica Trip ● Williamsburg Trip ● Speech & Debate ● Science Olympiad ● Music Group Trip <p>Extracurricular: Overnight trip that is not connected to a course of study, academic club or athletic team.</p> <ul style="list-style-type: none"> ● Vermont Ski Trip ● Ultimate Frisbee <p>Athletic: Overnight trip that is connected to a school sponsored team</p> <ul style="list-style-type: none"> ● Soccer Tournament ● Cheerleading Comp. ● Team Spring Break Trip ● Unified Bocce States 	<ol style="list-style-type: none"> 1. Building Principal 2. Curriculum 3. School Board 	<p><u>August 15- September 15*</u> for field trips that take place and/or have any payments due between October 1 and June 30</p> <p><u>May 1- June 1*</u> for field trips that take place and/or have any payments due between July 1 and September 30</p> <p>* Building principals have 10 school days from date window closes to sign off and submit to C&E</p>	<p>In <u>rare</u> cases where a late submission is <u>unavoidable</u>, a Category 1 trip may be submitted individually, but must be submitted <u>in concurrence with a school board meeting prior to the trip date.</u></p>
2	<p>Foreign Exchange Trip</p> <ul style="list-style-type: none"> ● German Exchange ● French Exchange 	<ol style="list-style-type: none"> 1. Building Principal 2. Curriculum 3. School Board 	N/A	<p><u>June 1</u> prior to the start of the school year in which the exchange will take place.</p>
3	<p>Non-overnight</p> <p>Curricular/Co-curricular: Field trip connected to an approved <i>course of study</i> or by a club that is based on <i>academics</i></p> <ul style="list-style-type: none"> ● Social Studies Art Museum ● Group college visit for post-secondary planning ● Jazz Band <p>Extracurricular: Field trip that is not connected to a course of study or an academic club.</p> <ul style="list-style-type: none"> ● Ski Club ● Project Dance ● Swim Club or Amusement Park 	<ol style="list-style-type: none"> 1. Building Principal 	<p>Elementary: May 28 for Trips that take place from July - Sept. 30 September 12 for Trips that take place from Oct. 1 - June 30</p> <p>Secondary: August 15 (Fall Trips Part 1) November 15 (Fall Trips Part 2) February 15 (Spring Trips)</p>	