

Holy Trinity Catholic Schools, Inc.

## SECTION 600 - EDUCATION PROGRAM

The policies in this section have been approved by the Merger of both Aquinas Schools and Marquette Schools in 2005.

The policies in this section have been approved by the HTC Board of Education as reviewed in 2010.

The policies in this section have been approved by the HTC Board of Education as reviewed in June of 2014.

Reviewed June, 2017

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600.00	Holy Trinity Catholic Schools, Inc.	<b>Education Program</b>
600.00	Instructional Programs	

This policy handbook recognizes the authority and obligation of the Diocesan Office of Education and the Diocesan Board of Education to set and to determine the broad Educational Programs required by the schools within the diocese of Davenport under the authority of the *Iowa Department of Education*. Many of Diocesan policies will not be copied in this book, but the Holy Trinity Catholic BOE recognizes those policies as their own.

Reviewed February 2002  
Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

600.01 Home Instruction

It shall be the policy of the Diocesan Board of Education that parents / guardians choosing the competent private instruction (home schooling) option afforded them by the Iowa Code contact the local public school district to receive approval to educate their children at home. catholic schools of the diocese do not provide this option nor may they enter into any dual enrollment arrangement for any portion of the day with schools not accredited by the State of Iowa.

**Rationale:**

The Catholic school represents an option for parents which provides a setting in which the student can continue to be formed in catholic faith in a community strengthened by prayer and reaching out in service. Primary authority for programs of home schooling rest with the public school district which receives necessary funding and bears the responsibility for reporting the adequacy of such programs.

The Diocese of Davenport remains committed to operating schools accredited by the State of Iowa and for this reason, will not become involved with non-accredited programs.

Adopted January 1999

Revised June 2005

Reviewed June 2017

602.00 Faith Formation Programs

We affirm and recognize the role of parents / guardians as first educators of their children. At the same time, the role of Bishop as Chief Catechist includes responsibility to ensure that all materials used in faith formation are in full conformity with the teachings of the Church.

Parents / guardians and children are expected to participate in the faith formation programs in the parish / regional system, which have been approved by the diocesan Office of the Director of Faith Formation.

Financial hardship should not be a deterrent to enrolling a child in the parish / regional program nor should it be considered a reason for not enrolling a child in the parish / regional program.

Regulations:

1. The Diocese must approve programs and materials. If the parish / regional programs use family supplemental materials, the parents / guardians are expected to include them in the instruction of their child.
2. approved faith formation programs must include a parish / regional component involving participants gathering periodically for information, faith sharing, community building and service opportunities.
3. Parents / guardians are to participate in the parish sacramental preparation programs and sacramental celebrations according to the guidelines of each parish in accordance with diocesan policies and regulations.

Adopted March 1999

Revised June 2002

Reviewed June 2016

606.00 School Day

It shall be the policy of the Diocesan Board of Education that all schools follow *Iowa Administrative Code, Chapter 12-1.2(3)* which states that five and one half hours of instructional time, not including lunch period, be the minimum school day for all grades 1-12. Passing time between classes as well as time spent on parent-teacher conferences may be counted as part of the five and one-half hour requirement.

A school may record a day of school with less than the minimum instructional hours if emergency health or safety factors require late arrival or early dismissal of students on a specific day; or if the total hours of instructional time for all grades 1-12 in any five consecutive school days equal a minimum of 27 1/2 hours, even though any one day of school is less than the minimum because of a staff development opportunity or because parent-teacher conferences have been scheduled beyond the regular school day. A school (HTC) record the fifth day as a minimum school day though no instructional time was held.

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

607.00 Instruction of Atypical Student

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive an education or to participate in any extra-curricular activity offered by the Holy Trinity Catholic Schools.

Pregnant students shall be permitted to continue in the regular school program as long as they are physically able to attend. Or they may take part in any special program established for pregnant girls by various support groups recognized by the Diocese of Davenport.

Reviewed February 2012

Reviewed June 2017

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

609.00 School Volunteers

The BOE believes that community volunteers can make an important contribution to our schools. The BOE endorses a volunteer program that will encourage patrons from all walks of life to supplement the work of the paid professionals.

Volunteers will be expected to read and understand the Sexual Misconduct Policy and to indicate in writing their understanding of this Diocesan Policy. Volunteers will also participate in and keep current VIRTUS.

Reviewed February 2012

Reviewed June 2017



600.00 Dioceses of Davenport

**Education Program**

610.00 School Accreditation

It shall be the policy of the Diocesan Board of Education that all schools of all the diocese be accredited by the State Department of Education. Additional accreditation, such as North Central Accrediting Association, may also be sought. The accredited schools of Iowa must adhere to the rules and regulations of the *Iowa Administrative Code, Chapter 12, General Accreditation Standards*. Local boards of education should establish the policies required in Chapter 23 if such policies do not exist in Diocesan Policy or current local policies.

Adopted March 1988

Revised June 2002

Reviewed June 2016

600.00 Dioceses of Davenport

**Education Program**

610.01 Curriculum Guidelines

It shall be the policy of the Davenport Diocesan Board of Education to provide guidelines for each curriculum area for grades K-12. A long-range plan for reviewing and refining to the curriculum shall be developed and updated annually. Each parish and school, utilizing the diocesan guidelines, shall develop a five-seven year plan for assessment of needs, determination of goals, and selection of instructional materials for each area of the curriculum.

Curriculum Implementation 610.2 in Diocese of Davenport Board of Education Policy Book

Curriculum Evaluation 610.3 in Diocese of Davenport Board of Education Policy Book

Curriculum Development 611 in Diocese of Davenport Board of Education Policy Book

School Improvement 611.1 in Diocese of Davenport Board of Education Policy Book

Adopted July 2001  
Revised May 2010  
Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

612.00 Comprehensive School Improvement Plan

It shall be the policy of the Diocesan Board of Education that the local boards of education, through their Principal / CAO, submit the required Comprehensive School Improvement Plan (CSIP) (Five Year Plan) and the Annual Progress Report (APR) and other documents required as part of the CSIP and APR. *Iowa code: Division VIII Chapter 12 and Diocesan Handbook chapter 12 1-6*

Adopted July 2001

Revised June 2002, Reviewed June 2016

600.00 Dioceses of Davenport

**Education Program**

613.00 Teachers Being Out of the Classroom

It is the belief of the Holy Trinity Catholic Schools that the teacher is the most important tool in the classroom. And that while qualified substitutes can and often do perform admirably in the classroom they can never take the place of the classroom teacher.

Teachers in the Holy Trinity Catholic Schools should take every precaution to limit their time away from the classroom to minimum of time. Holy Trinity Catholic Schools recommend that no teacher planned to be out of the instruction setting for more than five (5) days each school year. This five (5) day period includes those days taken for personal reasons under the systems personal leave policy.

Adopted July 2001  
Revised June 2002  
Reviewed June 2016

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

614.00 Graduation Requirements

Beginning with the Holy Trinity Graduating Class of 2010-2011 the minimum for receiving a Holy Trinity catholic Schools high school diploma will include:

Theology 4 years

PE 4 years

English / Language 4 years

Fine Arts 1/2 year

Math 3 years

Computer Apps. 1 year

Social Studies 3 years

Speech 1/2 year

Science 3 years

Personal finance, training in CPR, and satisfactory completion of a computer usage assessment are also included in the basic requirements for minimum academic requirements.

Additional units of elective credits will be outlined in the annual student handbook.

Adopted January 2011

Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

614.01 Global Education

Because of the unity of the human family and the growing interdependence among nations, global education shall be incorporated into the education program for preschool through grade 12 in all Catholic schools in the Diocese of Davenport. Global education is growth in respect and understanding of the various gifts and cultures in the world community, along with the responsibility for social justice. Students shall have the opportunity to view issues, problems and concerns from various perspectives, and to be made aware of the interdependency among the world's people and systems.

Global education concepts will be integrated into the curriculum as defined in the curriculum development time line and Diocesan Administrative Guidelines.

Adopted March 1989

Revised June 2002

Reviewed June 2012

614.5 Career Education

Career education will be incorporated into the education program for grades kindergarten through 12. the education shall include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision making and experiences of integrating work skills, ethical values, and work values into their daily lives.

It shall be the responsibility of the Office of the director of Faith Formation and Education / Superintendent of Schools to assist certified personnel in finding ways to provide career education in their curricular areas. Special attention should be given to courses of vocational education nature. The local board, instructional programs present in the current curriculum.

Career education concepts will be integrated into the curriculum as defined in the curriculum development time line and Diocesan Administrative Guidelines.

Adopted March 1989

Revised June 2002

Reviewed June 2012

600.00 Holy Trinity Catholic Schools, Inc.    **Education Program**

615.00            Internet Standards - Acceptable Use Policy

Access to equipment and associated services will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The Holy Trinity Catholic School BOE believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, HTC supports and respects each family's right to decide whether or not to apply for access.

Networks will be provided to students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege and not a right. Access entails responsibility.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. It shall be presumed that users will comply with district standards and will honor the agreements they have signed.

Within reason, freedom of speech and access to information will be honored. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers will guide students toward appropriate materials.



600.00 Holy Trinity Catholic Schools, Inc.    **Education Program**

615.01            Internet Standards - Acceptable Use Policy

- The following behaviors are violations of the Acceptable use Policy of the Holy Trinity Catholic School Board.
- Sending or displaying inappropriate or offensive messages, material or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging / disabling computers, computer systems, or computer networks
- Violating any local, state, or federal law, including copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes or financial gain

Violation may result in a loss of access as well as other disciplinary or legal action. additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior.

The Director of Technology will be responsible for maintaining the necessary student records; which this policy produces (Internet License, User Agreement and Parent Permission Form, etc)

600.00 Dioceses of Davenport

## **Education Program**

616.00 Copyright

It is the policy of the educational programs governed by the Diocesan Board of Education that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers and students may copy, print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of Diocesan policy, doing so at their own risk and assuming all liability.

Adopted March 2007

Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

617.00 Lifelong Faith Formation Curriculum Guides & Educational Materials List

It shall be the policy of the diocesan BOE that the Diocese Director of Faith Formation and / or Superintendent of Schools and / or leadership in the Faith Formation Office with the consultation and leadership of the Director / Coordinator of Religious Education and the Director / Coordinator of Youth Ministry shall provide standards, benchmarks and assessments for religion. The parishes and schools will use the Diocesan guidelines in reference to the curriculum and select their educational materials from the approved Diocesan list, which is found as an appendix to the Diocesan Lifelong Faith Formation Curriculum.

See policy 617.1

Adopted July 2001  
Revised May 2010  
Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

618.00 Faith formation Programs for Students

620.00 Relationship Curriculum

625.00 Multicultural / Gender Fair Educational Opportunity

See Diocese of Davenport Board of Education Policy

600.00 Holy Trinity Catholic Schools, Inc.

**Education Program**

626.00 Co-Curricular Activities

The HTC BOE recognizes the value of a program of educational sound co-curricular activities. The responsibility for the instigation and administration of such programs is placed in the hands of the Building Principal, the Athletic Director and the coach within the limitations placed on such activities by the BOE.

Reviewed February 2002

Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

630.00 Talented and Gifted / Special Needs Programs

The diocesan Board of Education recognizes some students require qualitative differentiated programming beyond the regular education program. Students with special abilities will be identified and educational programming provided.

It will be the responsibility of the Office of Faith Formation to develop guidelines for identifying students, for program evaluation and for training personnel.

Identification of gifted and talented / special needs students will include at least one objective data source (e.g. tests) and one subjective data source (e.g. parent /teacher /self nomination forms). Talented and gifted / special needs programming will be conducted as defined in the Diocesan Administrative Guidelines and Curriculum.

Adopted March 1989

Revised May 2010

Reviewed June 2107

600.00 Dioceses of Davenport

**Education Program**

640.00 Media Center / Reconsideration

It shall be the policy of the Diocesan Board of Education that each school / faith formation program to allow review of allegedly inappropriate instruction materials.

640.1 Reconsideration Request

See Diocese of Davenport Board of Education Policy

Adopted October 1997

Revised June 2002

Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

641.00 Controversial Issues

An issue is controversial when some of its proposed solutions conflict with interests, beliefs or group affiliations of a section of citizens. The Holy Trinity Catholic School BOE subscribes to the policy of dispassionate, unbiased, and scientific study of controversial issues in a class atmosphere void of partisanship and bias. Sober consideration of these issues is a responsibility which the schools have for the development of effective citizenship. Teachers shall be impartial moderators in the consideration of controversial issues and shall not attempt either directly or indirectly to limit or control the judgment of their students on these issues.

Exceptions to this policy must be made when discussion of Church teaching is concerned. The Religious Education Director should be consulted when a teacher is in doubt as to what is or is not Church teaching.

Reviewed February 2002

Reviewed June 2017



600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

641.1 Selection of Instructional Material / Citizen's Complaint

The BOE delegates to the Executive Secretary the responsibility for developing guidelines to receive citizens' comments on textbooks and other instructional materials.

Adopted January 2011  
Reviewed June 2017

641.2 Videos, Videotaping, Movies & Audio Tapes in the Classroom

The Holy Trinity Catholic Schools recognize the value of certain movies, videos, audio tapes and other forms of multimedia presentations.

The BOE believes it inherent upon the teacher to insure that any form of multimedia material used in the classroom has, as it basis, a proper place in enhancing the goals and objectives of a specific unit of study with the overall goals of the curriculum and of the class.

Multimedia material used for strictly entertainment value must have the prior approval of the building principal. Such materials should be used very infrequently. Videotaping for viewing should have all commercials eliminated or fast forwarded. Video tapes and movies must be age appropriate. The use of the television rating system and movie rating system must be strictly followed. Movies rate "R" can only be shown if prior notice is given to parents with an explanation of the reason objectionable material and content is outweighed by other materials within the movie or audio. The notice to parents shall carry the signature of the principal and the teacher who is going to be showing the move or audio.

It is the belief of the Holy Trinity Catholic School that all movies shown for educational and entertainment purpose must meet the classification system of the United States Catholic Conference.

A-1 General Patronage

A-2 Adults and Adolescents

A-3 Adults

A-4 Adults with reservations. This indicates films that, while not morally offensive in themselves, are not for casual viewing because they require some analysis and explanation in order to avoid false impressions and interpretations

O Morally Offensive

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

641.3 The Program of Instruction

The Holy Trinity Catholic Schools subscribe to the belief that the curriculum enhances all the experiences which a student has while under the guidance of the school. The BOE understands that in our present society the curriculum must be dynamic, steadily evolving, and constantly changing. Articulation among the various school divisions (elementary, junior high, senior high) shall be stress in order to avoid undesirable repetition and gaps. The curriculum shall provide for individual difference among students.

Curriculum guides shall be developed for all subjects taught in the Holy Trinity Catholic School so that unity and continuity can be fostered within each course and among the various divisions of the system. These curriculum guides will be reviewed and up-dated annually by the teaching staff.

Adopted January 2011

Reviewed June 2017

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

641.4 Selection of Instructional Material / Selection Procedure

Selection of materials for the instructional program is assigned to the certified staff. Appropriate curriculum committees shall be set up by the Building Principal and CAO. These committees shall use the expertise of other certified staff members in deciding upon the selection of materials.

The BOE shall officially adopt all textbooks used in the Holy Trinity Catholic Schools after receiving recommendations from the Building Principals and CAO.

When textbook directives are given by the Diocese of Davenport such recommendations will be followed to the best ability of HTC.

Adopted January 2011  
Reviewed June 2017

641.6 Selection of Instructional Materials / Criteria

Believing that an adequately informed public is the best guarantee for the preservation of American freedom, the BOE concurs with the following "Bill of Rights" as published by the American Library Association.

It shall be the responsibility of the Holy Trinity Catholic Schools to:

1. To provide a comprehensive collections of instructional materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.
2. To provide materials that will support the curriculum, taking into consideration the individual's needs and the varied interest, abilities, socio-economic backgrounds and maturity levels of the students served.
3. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural and aesthetic appreciation and ethical standards.
4. To provide materials which reflected the ideas and beliefs of religious, social, political, historical and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
5. To provide a written statement, approved by the local Board o Education of procedures for meeting the challenge of censorship of materials in school library and technology centers.
6. To provide qualified professional personnel to serve teachers and students.

650.00 Faith Formation Programs

We affirm and recognize the role of parents / guardians as first educator of their children. At the same time, the role of Bishop as chief Catechist includes responsibility to ensure that all materials used in faith formation are in full conformity with the teachings of the Church.

Parents / guardians and children are expected to participate in the faith formation programs in the parish /regional system, which have been approved by the Diocesan Office of the Director Faith Formation and Education / Superintendent of Schools.

Financial hardship should not be a deterrent to enrolling a child in the parish / regional program nor should it be considered a reason for not enrolling a child in the parish / regional program.

Regulations:

1. The Diocese must approve programs and materials. If the parish / regional programs use family supplemental materials, the parents / guardians are expected to include them in the instruction of their child.
2. Approved faith formation programs must include a parish / regional component involving participants gathering periodically for information, faith sharing, community building and service opportunities.
3. Parents / guardians are to participate in the parish sacramental preparation programs and sacramental celebrations according to the guidelines of each parish in accordance with Diocesan policies and regulations.

660.00 Provisions for At-Risk Students

12.5(13) PROVISIONS FOR AT-RISK STUDENTS. The Diocese shall have a plan to identify and provide special assistance to students who have difficulty mastering the language, academic, cultural and social skills necessary to reach the educational levels of which they are capable. The plan shall serve students including, but not limited to those identified as: dropouts, potential dropouts, teenage parents, drug users, drug abusers, low academic achievers, abused and homeless children, youth offenders, economically deprived, minorities, culturally deprived, culturally different, those with sudden negative changes in performance due to environmental or physical trauma and those with language barriers, gender barriers and disabilities.

Each school shall imitate a program that includes strategies for identifying at-risk students and objectives for providing support services to at-risk students. These objectives shall be translated into performance objectives for all personnel. The program may include but is not limited to AEA services, counseling, community or parish based support services, and spiritual counseling.

**Parish faith formation programs are encouraged to follow this policy.**

Adopted March 1989

Revised June 2002

Reviewed June 2017

600.00 Dioceses of Davenport

**Education Program**

670.00 Guest Speakers

It shall be the policy of the Diocesan Board of Education that any person wishing to invite or permit a speaker into a student assembly, classroom, faith formation, youth ministry, or adult program, or any parish sponsored program must first obtain the permission of the local administrator (i.e. principal, director of religious education or youth ministry, pastor, etc). If it is deemed necessary, the one inviting may appeal to the local board of education / faith formation committee. As applicable, the pastor or other final arbiter will have the final decision.

Adopted July 2001  
Revised June 2002  
Reviewed June 2017



600.00 Dioceses of Davenport

**Education Program**

690.00 Long Range Needs Assessment

Long range needs assessment enables the Diocese of Davenport and each individual board of education / faith formation committee to analyze assessment data, get feedback from the community about its expectations of students and determine how well students are meeting student learning goals.

See 690.00 and 690.1 in the Diocese of Davenport policies.

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

691.00 Final Examinations

Final examinations shall be given in all academic subjects from Grades 7-12 either on a semester or a year's basis. Exceptions to this policy must bear the approval of the building principal. When such exceptions are requested the principal must insure that something of equal value will be used in order to assess student progress. No final examination may count more than 20% of the grade average.

Policy Adopted January 2011

Reviewed June 2017

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

692.00 Homework

Students in all divisions of the school system shall be given homework assignments that are meaningful and in keeping with the age and ability levels of the learner. There will be less need for the formal assignment of homework at the elementary and junior high levels than at senior high school, since more time is provided at the elementary and junior high levels for supervised study. However, some homework should be given at every grade level to aid students in making up work missed or in which practice not requiring the teachers' direction will be helpful.

Homework should never be used as a disciplinary measure nor given in such quantities as to interfere unnecessarily with wholesome and culturally rewarding activities.

Whenever practical teachers should attempt to coordinate difficult or lengthy homework assignments with other teaches and other programs.

600.00 Holy Trinity Catholic Schools, Inc. **Education Program**

693.00 Competency Testing

The Holy Trinity School BOE believe that the testing of student competencies is a continuous feature of the instructional program. Existing test data shall be carefully analyzed to determine program modification that may be needed to insure proficiency in practical like skills. Supplementary tests may be used if needed.

The CAO and the Building Principals will report to the BOE and to the Parishes on plans and procedures for improving student competencies.

Reviewed February 2002

Reviewed June 2017

694.00 Field Trips

Field trips planned for specific educational purposes and sponsored and chaperoned by school personnel are an integral part of the school curriculum and shall be encouraged whenever possible. However, all field trips must be approved in advance by the building principal. Field trips involving out-of-state or overnight consideration shall have prior approval of the CAO.

Transportation for field trips shall be restricted to school vehicles, school-contracted commercial carriers, or private vehicles, for which an approved vehicle usage statement is on file. This statement shall include proof that the vehicle carries insurance in the amount of \$250,000 per person and \$1,000,000 per accident. Parental permission to participate in field trips shall be secured in advance of the scheduled trip. If field trips are to be taken within the school day, notice may be simply sending a note home to parents that a trip has been scheduled. Trips occurring before the hours of 8:00 a.m. or after 3:00 p.m. will have required parental notification in advance. (This provision does not include athletic trips for which a schedule of events have previously been polished.)

Field trips must be preceded by class work preparing the class with specific goals and objectives. Following the field trip, a teacher must be prepared to evaluate / assess these goals and objectives. Students must be informed in advance that the goals / objectives of the trip are an integral part of their class work and that work assigned to prepare for the field experience., or work assigned to assess the level of learning following the field trip will be reflected in their final grades.

All forms of transportation used on field trips must be smoke free. Smoking by student or driver while in the vehicle with other students present shall be a violation of the school's anti-smoking policies.