

**SERIES 300  
INSTRUCTION**

352.2

**PROTECTING INSTRUCTIONAL TIME**

The Board of education recognizes that field trips, co-curricular and extra-curricular activities are an essential part of an educational program that enhances learning. The Board further recognizes that some activities will, at times, require loss of instructional time. Loss of instructional time for student activities will be kept to a minimum.

School district personnel shall avoid scheduling activities at times that interfere with classroom instruction. In those situations when it is impossible to schedule an activity outside the school day, district personnel shall adhere to the following guidelines:

1. The benefits of the activity cannot be obtained within the scheduled instructional program.
2. The activity contributes to the development of important skills or interests of the students involved. Field trips must support District approved curriculum.
3. The amount of instructional time lost will not significantly impede the curricular achievement of the students involved.
4. The students involved will be given the opportunity of making up work missed without penalty.
5. District personnel must request authorization from the building principal at least two weeks prior to the field trip, co-curricular or extra-curricular activity. A list of students attending the activity must accompany the request. The building principal will approve activities based on educational significance, budget, and other circumstances, and have the discretion to meet circumstances flexibility. Students having behavioral, attendance or academic problems may not be eligible to participate in activities. Staff shall make every effort to communicate to parents/guardians and students about these circumstances.
6. If approved, the building principal will place a list of students attending the activity in all staff mailboxes at least one week prior to the field trip, co-curricular or extra-curricular activity. When extenuating circumstances are present, the building principal may waive the required notice.

Building principals shall be responsible for implementing this policy, and shall make every effort to protect instructional time across the disciplines.

Date of Adoption:     January 24, 2007