

<b>Exhibit 606.5E1 JCS D Decision Making Matrix for Field Trips and Excursions</b>	Approval required by the building principal <b>(School Sponsored)</b>	Approval required by the school board = <b>(District Sponsored)</b>	Allowed to miss instructional time during the school day and/or school calendar (excused absence).	Allowed to conduct information sharing, fundraising efforts, access to family email and using staff time/school facilities.	Transportation and substitution costs incurred by the school and/or district.
<b>School and/or District Supported</b> (scheduled during time within the approved school calendar - student days)					
“Local Trip” = Any trip that occurs within, or immediately adjacent to the Des Moines metropolitan area.	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
“Regional Trip” = Any trip that occurs within 700 miles of the Des Moines metropolitan area.	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>Substitute coverage, up to 120 miles (each way)</b>
“National Trip” = Defined as one that occurs within the 48 contiguous states, but outside the definition of a “regional trip.” Elementary students are not eligible for “national trips.”	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>Substitutes only</b>
“International Trip” = Defined as one that includes travel to Hawaii, Alaska or outside of the 48 contiguous states. Elementary and middle school students are not eligible for “international trips.”	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>Substitutes only</b>
<b>District Affiliated</b>					
“District Affiliated Trip” = Clearly supports district/school learning goals, scheduled during time outside of the approved school calendar.	<b>YES</b>	<b>NO (report only to school board)</b>	<b>NO</b>	<b>Information can be shared according to distribution of information policy</b>	<b>NO</b>
<b>Non-District Supported</b>					
“Non-District Supported Trip” = Does not support district/ school learning goals, scheduled during time outside of the approved school calendar.	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>