

Instruction**Administrative Procedure – Field Trip Guidelines**

Actor	Action
Teacher(s) or administrator proposing the trip	<p>Submits to the Building Principal all trip requests. The request must specifically describe:</p> <ul style="list-style-type: none"> • The trip, including possible dates, location, and experience; • The trip’s educational value; • Transportation requirements; • Supervision plans that include, among other things, plans for at least 2 adult supervisors to be present with every grouping of students; and • The students who will be involved.
Building Principal	<p>If the requested trip is:</p> <ul style="list-style-type: none"> • Within a 100 - mile radius of the school and does not extend overnight, decides whether to approve the trip; or • Beyond a 100 - mile radius of the school and/or extends overnight, decides whether to recommend a requested trip for Board approval. <p>Using his or her discretion, decides whether to approve, or recommend for Board approval, individual trips based on:</p> <ul style="list-style-type: none"> • Educational value • Distance to be traveled • Location • Travel arrangements • Fees • Parent concerns • Insurance carrier’s liability feedback • Safety considerations • Heightened security alerts • Whether trip is an annual event <p>The following responses or recommendations may be made:</p> <ul style="list-style-type: none"> • Approves the trip • Approves trips only to local sites • Prohibits long distance trips and/or those to major

	<p>cities</p> <ul style="list-style-type: none"> ● Prohibits trips to countries under a traveler's advisory ● Replaces international trips with trips to domestic locales ● Prohibits travel by air ● Asks for additional information from the individuals who requested the trip's approval ● Disapproves the trip ● Makes other response according to circumstances <p>Makes preliminary transportation arrangements.</p>
Appropriate teacher(s) and Building Principal	<p>Make final transportation arrangements.</p> <p>Recruit parents/guardians for supervisory roles, as appropriate.</p> <p>Collect signed consent forms and fees from all participating students' parents/guardians.</p> <p>Make sure all supervisors have a list of the following:</p> <ul style="list-style-type: none"> ● Names of all student participants and supervisors ● Names and specifics of students with special needs ● Name/phone number of emergency contacts for all students and supervisors ● Date/time and specific destination of trip ● Departure/arrival times both to and from destination ● Name and phone number of transportation company and primary contact in case of emergency ● Name/phone number of contact at destination ● Once at destination, where to go in case of an emergency <p>Make final supervisor assignments and inform all supervisors of their individual assignments.</p>
Parents/guardians	<p>Decide whether to consent to their student's participation.</p> <p>If the student is participating, pay all applicable fees for entry, food, lodging, special transportation, or other costs; except that the District will pay such costs for</p>

	students who qualify for fee waivers.
Teacher(s) or administrator proposing the field trip	After a trip, evaluates the trip and provides Building Principal with the Evaluation.

APPROVED: December 15, 2008