

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 for grades K-6 • The students who will be involved. • Explanation of how trip will enhance curriculum • Link to learning standards • Pre and post field trip activities
Building Principal	<p>Using his or her discretion, decides whether to recommend for District 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
Assistant Superintendent for Curriculum and Instruction	<p>Following the guidelines for student travel will approve or deny the request for travel:</p> <ul style="list-style-type: none"> • Asks for additional information, if necessary • Forward approved requests to transportation for consideration • Return a copy of denied request to building principal, retain original denial in Instructional Services Department files

Director of Transportation	<ul style="list-style-type: none"> • Identify distance to be traveled • Identify departure and return times • Approves or denies request, based on availability of vehicles and drivers • Sends one copy of approval or denial to building principal • If denied, sends a copy of the denial to Instructional Services Office
Building Principal	<p>Communicates approval or denial with teacher(s) making request</p> <ul style="list-style-type: none"> • Appropriate teacher(s) recruit parents/guardians for supervisory roles, as appropriate. • Provide date/time and specific destination, departure/arrival times both to and from destination of trip to chaperones
Teacher(s) or administrator proposing the trip	<p>Collect signed consent forms and fees from all participating students' parents/guardians and submit to office staff.</p> <p>Make final supervisor/chaperone assignments and inform all supervisors/chaperones of their individual assignments.</p> <p>Make sure all supervisors/chaperones have the following:</p> <ul style="list-style-type: none"> • Names of all student participants in their assigned group • Necessary information about students with special needs • Name/phone number of contact at destination • Once at destination, where to go in case of an emergency • List of name/phone number of emergency contacts for all students and supervisors/chaperones
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 students who qualify for fee waivers.</p>
Teacher(s) or administrator proposing the field trip	<p>After a trip, report any concerns or issues to Instructional Services Administrative Assistant.</p>
Instructional Services Administrative Assistant	<p>Will document concerns and issues for consideration of future field trip requests.</p>

APPROVED: