**Field Trip Procedures**

1. Teachers or program directors must submit a request for field trips to the school principal for approval well in advance of the scheduled time, preferably two weeks.

2. Requests must include the nature of the trip, the out-of-class time involved, the group of students involved, the school personnel involved, the number of parent volunteers, a brief itinerary, the method of financing, if any, and the mode of travel.

3. Classes or groups shall receive preparation prior to the trip and follow-up teaching afterward.

4. Safety precautions shall be maintained during trips, in accordance with the ages of the students and the nature of the trip.

5. All field trips shall be chaperoned by school personnel; parental assistance should be encouraged.

6. A trip permit signed by a parent or guardian shall be required for each student making the trip.

7. Transportation may be by school bus or public carrier. If school buses are used, such use shall not interfere with regular bus schedules. Whenever a public carrier is used, it shall be a properly insured, franchised public carrier. Private vehicles with licensed, insured adult drivers may be used with the permission of principal and parent.

8. All cost must be borne by those students or sponsoring organizations participating in the trip.

9. Students, teachers and chaperones are subject to the same behavior standards that are in force in the regular school setting.

**Out–of–State Field Trips**

10. All out-of-state field trips must be approved by the Superintendent or a designated representative.

**Overnight Field Trips**

11. All overnight field trips must be approved by the Superintendent or board.

*Field trip requests that require Superintendent approval should be submitted at least two weeks before the trip is taken. If an overnight stay is involved, a schedule and lodging information need to be attached to the request. The Field Trip Request Form can be faxed, with the original sent through the courier.*