

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 1 adult supervisor to be present with every grouping of students; • The students who will be involved; • The alternative experience that will be provided non-participating students; and • Whether a similar trip has occurred previously.
Building Principal	<p>If the requested trip is:</p> <ul style="list-style-type: none"> • Within a 200-mile radius of the school and does not extend overnight, decides whether to approve the trip; or • Beyond a 200-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 cities • Prohibits trips to countries under a travelers' advisory • Replaces international trips with trips to domestic locales • Prohibits travel by air

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	<ul style="list-style-type: none"> • 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 students who qualify for free and reduced school lunches.</p>
Teacher(s) or administrator proposing the field trip	<p>After a trip, evaluates the trip and provides the Building Principal with the evaluation.</p>
Adopted: March 9, 2005	