

Guidelines for Field Trips

1. All field trips must be preapproved by the appropriate principal, in consultation with the transportation supervisor.
2. If 70 percent of a building administrator approved field trip is instructional, then the district will cover the costs listed in 5.a. below, otherwise it is fully student funded.
3. Trips that are directly related to the instructional program must not involve destinations that exceed 100 miles (one way) from the district without administrative approval.
4. Trips that are related to the instructional program may not involve any out-of-state travel over 200 miles without superintendent approval.
5. Any proposed trip related to the instructional program that exceeds 100 miles (one way) from the school, or involves an overnight stay shall have made provisions to raise additional funds necessary to cover the added costs. The necessary amount must be sent to the district office at least two weeks prior to the date of the trip. The added cost will include:
 - a. Bus driver wages, meals and, if applicable, lodging. (Note: the transportation director will provide trip cost estimates when requested.)
 - b. All student and chaperone lodging, meals and entrance activities fees.
6. Trips that are recreational and/or not directly related to the instructional program **MUST** make previous provisions to raise all of the funds necessary to cover the costs associated with the trip. This amount will be determined in consultation with the transportation supervisor, and must be sent to the district office at least one week prior to the date of the trip. Note also:
 - a. The limit on distance for any recreational trip will be 50 miles from the district;
 - b. No over-night stays will be allowed for any recreational trip.
7. Request for field trips will be made through the district's "Trip Direct" program by supervising staff immediately upon trip approval.
8. Upon completion of the field trip, the transportation director will complete and forward a Transportation Billing Invoice to the district's director of fiscal services.