

Dallas School District 2

Code: **IICA-AR**
Adopted: 10/14/02
Readopted: 2/28/05

Field Trips

A field trip is any organized trip that takes students and staff away from the school grounds on a school related activity. A request is to be presented to the building administrator on the Request for Approval of School Field Trip.

General Information

1. Field trips require approval of the building principal.
2. Field trips are to be scheduled with the bus company by the principal or designee.
3. Approval of all field trips is contingent upon available funds.
4. Teachers are to submit a list of names of students and adults participating in the field trip to the principal.
5. Any vehicle used to transport students that has a capacity of 11 or more persons must meet NHTSA's school bus safety standards.

In-District Field Trips - Require prior parent/legal guardian notification.

School Day Field Trips - Out-of-District

1. Require prior written parent/legal guardian consent.
2. All education field trips must relate to the curriculum.

Overnight or Out-of-State Field Trips

1. School Board report required.
2. Prior planning of itinerary, expenses, meals and lodging required to be submitted to principal.
3. Prior written parental/legal guardian consent required.

Field Trip Costs

1. The District will support the costs of bus transportation and approved support vehicle(s) contingent on available funds.
2. Student fund-raising activities may be approved as a means of raising money to offset costs related to the trip.
3. Expenses related to food or entertainment as well as alternative means of transportation will be paid for through fund-raising activities, student funds or at individual student expense.

Travel in Private Car

1. Any parent/legal guardian who transports students in a personal vehicle will complete a Waiver of Insurance form.
2. That form will be filed in the District Office.
3. Parent/legal guardians must be informed by the building administrator when their child will be transported by private car, except for emergency transportation.
4. Any private vehicle used to transport students must have a capacity of 10 persons or less.