

Field Trips and Excursions (Out-of-State)

Staff members organizing field trips as a part of a class, club, organization or co-curricular activity must:

1. Complete an out-of-state/travel abroad field trip request form.
2. Provide an itinerary with departure and arrival dates/times.
3. Ensure that parent permission has been received and documented.
4. Complete accounting for all fees.
5. Arrange for transportation needs.
6. Organize and arrange the appropriate amount of approved adult chaperones for the number of participating students.
7. Provide a list of all adults and students participating in the trip along with emergency contact information to the school administrator prior to the trip.
8. Acquire approval by the Medford School District Board of Directors.

The sponsor of the trip must follow all procedures provided in the Medford School District Field Trip Procedures manual.