

Field Trip Procedures

Approval/Transportation

All trips must be approved by the school principal or assistant principal. Transportation must be scheduled through the transportation director or his/her designee.

Parent Notification: In-District and Out-of-District Trips

Grades K-8

In-district trips: Permission slips, including student conduct guidelines, are sent home to parents at the beginning of the school year requesting permission for their student to take part in school-related field trips. The slips are to be signed and returned to the school office. These slips will be maintained on file until the end of the school year. Schools and/or teachers will issue written notification of trips to inform parents. Notification may occur through student, newsletter or other school/teacher publications. Parents can deny their student's participation, in any trip.

Out-of-district trips: Permission slips, including student conduct guidelines, are sent home to parents for each trip requesting permission for the students to attend the trip. The slips are to be signed and returned to the school office. These slips will be maintained on file until the end of the school year.

Grades 9-12

Permission slips are not required for in-district or out-of-district field trips. Students are responsible for signing up for and informing their parents of field trips. Teachers should give students written notification of trips prior to taking them. Notification may occur through students, newsletters or other school/teacher publications. Parents can deny their student's participation on any trip.

Out-of-State Trips

All out-of-state travel must have prior Board approval. Such approval is predicated on acceptable travel plans, parental involvement, parental permission, orientation of students and supervisors and support of the building principal and superintendent. Requests should be made at least a month before the trip is to be taken. The Board may require presentations of requested trips before and/or after they are taken.

Student Conduct/Illness/Accidents/Emergencies

School administrators will develop regulations and guidelines to ensure both students and adult supervisors are acquainted with the standards for appropriate conduct while on trips and procedures for handling illnesses, accidents or emergencies.

State, district and school policies, regulations and rules governing student conduct, misconduct and behavioral standards and expectations are in effect for all trips. Misconduct will be reported to the school's principal or assistant principal. The administrator will then determine what corrective or disciplinary steps to take. If there is a violation of criminal or civil law on a field trip, legal authorities may be notified.

Schools will notify students and their parents and/or guardians of field trip procedures, including student conduct guidelines, annually. Notification may be made through a school's parent/student handbook.