

Instruction**Instructional Arrangements****Field Trips Guidelines**

The following planning should be completed before a field trip is approved:

1. Submit a written statement presenting the basic facts of the trip to the building principal at least 30 days prior to the event:
 - a. Location or destination
 - b. Purpose for the trip
 - c. Relationship to class study or activity
 - d. Date
 - e. Times of Field Trip (departure from school and arrival back to school)
 - f. Group to be participating
 - g. Mode of travel
2. Secure an adequate number of chaperones as determined by the advisor and principal.
3. Identify the educational purpose and the preliminary and follow-up activities where applicable.
4. Ensure safety precautions are in place.

Note: It is permissible for non-members of clubs or classes to be able to attend club or class field trips provided it is approved by the advisor and/or organization.

Conditions of Approval

All requests for approval by the principal of a field trip will be considered individually on the basis of the information above.

Procedures Following Approval

A purchase order must be submitted to cover any costs for transportation, meals, admission fees, etc. The signing of the purchase order by the principal will constitute approval.

The parents/guardians of the students participating will be informed of the details of the field trip.

Parents/guardians must sign and return a permission slip indicating their knowledge and approval of the trip, preferably three days before the event is to occur.

Policy Approved: May 15, 1985

**Policy Revised: April 26, 2007
 August 25, 2014**