

Regulation

FIELD TRIP PROCEDURE

- A. Teacher completes request form and forwards to principal assigned no later than two weeks prior to the trip (10 working days). Exception is all out of state trips, which require Board of Education approval, shall be forwarded to the board in a timely manner for their meeting. Teacher also submits a requisition to principal if necessary, for any required expenditures (i.e., admission fees). Overnight and out-of-state trips require parents/guardians to complete/notarize medical emergency information (obtainable from principal).
- B. Each principal will forward to the Transportation Supervisor three copies of the field trip request form.
- C. After review and indication of approval/disapproval, the Transportation Supervisor will return two copies of the field trip request form to the principal.
- D. The principal will then notify the teacher of approval/disapproval. If required, requisition is forwarded to the Business Office to obtain a purchase order. (Please allow five working days for processing.) The requisition should be marked "Field Trip" at the top in bold lettering and contain appropriate instructions to complete the purchase order prior to scheduled trip.
- E. Teacher sends permission slips home to parents/guardians and is responsible for making arrangements for children who are not permitted to go. All completed permission forms are returned to the principal's office to be placed on file. No child will be allowed to go on a trip without a permission slip signed by the parent/guardian.
- F. Teacher notifies school nurse if special arrangements are to be made for medication.
- G. Teacher notifies Cafeteria Manager of lunch arrangements.
- H. Principal reports the field trips taken each month to the Board of Education via the principal's monthly report.
- I. The teacher will complete the "bus roster" on the day of the field trip. One copy is to be submitted to the principal, one copy to the bus driver, and one copy to be filed in the teacher's academic file.

NOTE: FIELD TRIP REQUEST FORMS ARE OBTAINABLE IN THE PRINCIPAL'S OFFICE