

## **APPROVED TRIPS**

Field trips and related activities must be academically oriented. Building principals are to arrange for transportation for field trips as they apply to the various academic areas.

## **REGULATIONS**

It is recommended that building principals will schedule field trips and related activities for different times throughout the year to more closely correlate with the curriculum being taught, as well as to protect instructional time and to avoid difficulties in arranging transportation.

Administrative permission must be obtained for all field trips and related activities. Arrangements for school bus transportation will be made by the principal by formal request. No private automobiles shall be used for student transportation.

Each parent or guardian must provide prior written permission for his or her student to go on a field trip or related activity. Students will not be allowed to participate in field trips or related activities without a signed permission slip.

Building principals are responsible for making preliminary arrangements for the field trip or related activity. Adequate provisions must be made for supervision and safety of the students. Staff must take roll call before leaving the school premises and at the completion of the field trip or related activity. Staff are responsible to account for each student during the course of the field trip or related activity.

### **Policy Cross Reference:**

Board Policy 603.03      Field Trips and Excursions

### **Legal Reference:**

### **Policy History:**

Adopted:                      08/20/1975  
Reviewed:                     12/04/2008