

### **APPROVED TRIPS**

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

### **REGULATIONS**

1. Field trips are not compulsory, yet when used in correlation with a particular curriculum unit, the educational program is enriched.
2. It is recommended that building principals schedule field trips for different times throughout the year to more closely correlate with the curriculum being taught, as well as to avoid difficulties in arranging transportation.
3. Administrative permission must be obtained for all field trips and related activities.
4. Arrangements for school bus transportation will be made by the building principal by formal request. No private automobiles shall be used for student transportation.
5. Principals should inform parents of scheduled field trips. 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.
6. Building principals will make the preliminary arrangements with the field trip destination's representatives.
7. Adequate provisions must be made for supervision and safety of the students.
8. 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 503.07 Attendance at Events Outside of School

**Legal Reference:**

**Policy History:**

Adopted: 09/17/1975  
Reviewed: 12/04/2008