

FIELD TRIP ADMINISTRATIVE PROCEDURE

The following procedures apply to all field trips:

- A. Field trips should be planned well in advance as part of the curriculum.
- B. Field trip forms shall be completed by the teacher/sponsor and given to his/her administrator two weeks before departure.
- C. Field trips require signed parent/guardian permission forms returned to school no later than two days prior to the trip.
- D. It is the responsibility of the parent to make the teacher/chaperone aware of ongoing medical problems a student might have and to supply emergency telephone numbers in the event of an emergency or illness.
- E. Field trips are considered an important part of the curriculum. Students who do not attend shall be given an alternative educational plan for that day.
- F. School policies regarding behavior shall be enforced on field trips.
- G. If a field trip involves a movie for which parental guidance is suggested, parents must be notified via the permission form. A signed permission form indicates parental permission for the child to view the movie.
- H. Teacher/sponsors who are notified by parents or legal guardians of any illness, medical condition, or need for medication should notify the school nurse prior to the field trip.
- I. Any internal field trips in which students are participating in a field trip to another school within the district will require parent notification; however, no field trip form needs to be signed.
- J. In the event of an overnight school-sponsored field trip, the trip supervisor will ensure adequate and appropriate accommodations for all students that is reasonably supervised.

Adopted: July 12, 2000