

## Instruction

### Administrative Procedure - Field Trip Guidelines

<b>Actor</b>	<b>Action</b>
Teacher(s) or administrator proposing the trip	<p>Submits to the Building Principal all trip requests. The request must specifically describe:</p> <ol style="list-style-type: none"> <li>1. The trip, including possible dates, location, and experience;</li> <li>2. The trip's educational value;</li> <li>3. Transportation requirements;</li> <li>4. Supervision plans that include, among other things, plans for at least 2 adult supervisors to be present with every grouping of students;</li> <li>5. The students who will be involved;</li> <li>6. The alternative experience that will be provided non-participating students; and</li> <li>7. A summary and evaluation of any previous similar trip.</li> </ol>
Building Principal	<p>Uses the following factors to analyze the proposal and prepares a recommendation for the Superintendent or Board, as appropriate.</p> <ul style="list-style-type: none"> <li>Educational value</li> <li>Distance to be traveled</li> <li>Location</li> <li>Travel arrangements</li> <li>Fees</li> <li>Parent concerns</li> <li>Insurance carrier's liability feedback</li> <li>Safety considerations</li> <li>Heightened security alerts</li> <li>Whether trip is an annual event</li> </ul>
Appropriate teacher(s) and Building Principal	<p>Makes final transportation arrangements.</p> <p>Recruits parents/guardians for supervisory roles, as appropriate.</p> <p>Collects signed consent forms and fees from all participating students' parents/guardians.</p> <p>Makes sure all supervisors have a list of the following:</p> <ol style="list-style-type: none"> <li>1. Names of all student participants and supervisors</li> <li>2. Names and specifics of students with special needs</li> <li>3. Name/phone number of emergency contacts for all students and supervisors</li> <li>4. Date/time and specific destination of trip</li> <li>5. Departure/arrival times both to and from destination</li> <li>6. Name and phone number of transportation company and primary contact in case of emergency</li> <li>7. Name/phone number of contact at destination</li> <li>8. Once at destination, where to go in case of an emergency</li> <li>9. Make final supervisor assignments and inform all supervisors</li> </ol>

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	of their individual assignments.
Parent(s)/guardian(s)	Decides whether to consent to their student's participation. If the student is participating, pays all applicable fees for entry, food, lodging, transportation, or other costs. The District will pay such costs for students who qualify for free and reduced school lunches.
Teacher(s) or administrator proposing the field trip	After a trip, evaluates the trip and provides the Building Principal with the evaluation.