

The following guidelines are set to implement the planning of field trips:

1. Written parental/guardian permission is required for each student (4K-8) on any trip, which requires transportation. Written parental/guardian permission is required for each 9-12 grade student for overnight and out of state field trips.
2. Trips must be taken in conveyances properly covered by a comprehensive general liability policy.
3. Adequate supervision must be provided at all times while on a field trip.
4. All local or co-curricular trips taken during normal school hours must be within the budgetary allotments for such purpose and be approved by the principal.
5. All field trips and associated arrangements must be approved by the principal.
6. For co-curricular trips scheduled outside normal school hours and outside the normal school program, a fee covering the actual cost of the trip may be charged.
7. School buses or commercial buses will be used for field trips. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip unless proper protocol is followed.
8. Field trips are expected to be financially self-supporting through family contributions or other non-budgetary means. Field trips which require an approved fund-raising activity must have prior written approval from the building principal.

## **Legal References:**

## **Cross References:**

**Adoption Date:** 6/19/2006

**Revised/Reviewed Date:** 5/21/2018, 1/24/2022