

INSTRUCTIONAL RESOURCES
FIELD TRIPS

EFD
(REGULATION)

APPROVAL	<p>The principal, with information from the teacher, will carefully consider each request for a field trip and approve only those trips with instructional value outweighing any loss of regular instructional time. Requests for student activity trips will follow guidelines detailed in Student Activities: Travel [FMG (Regulation)].</p> <p>The Request for Field Trip Approval [See Exhibit A] and the online Transportation Request forms must be submitted to the principal for approval no fewer than 45 days prior to the trip.</p>
FUNDING	<p>Each school will fund field trips through its campus budget and must stay within its budget. Funds will be used to pay all transportation costs and any entrance or performance fee associated with a field trip.</p>
SCHEDULING	<p>Field trips must be scheduled between the hours of 8:00 a.m. and 2:30 p.m. Field trips requiring overnight stay must have the approval of the Superintendent or designee.</p> <p>Transportation arrangements and the itinerary will be confirmed at least one week before the trip.</p>
CONSENT	<p>Students will not participate in a field trip without written consent of a parent. [See Exhibit C]</p>
TRANSPORTATION	<p>The principal will forward the completed online Transportation Request to the transportation department no fewer than 30 days prior to the date of the trip.</p> <p>Buses and drivers will be assigned as available and on a first-come, first-served basis. Whenever possible and within legal limits, two or more classes will be required to use the same bus when taking the same field trip.</p> <p>The bus driver will communicate to the teachers/sponsors the time the bus must depart from the field trip site to arrive back at the school by 2:30 p.m. Teachers and chaperones must ensure that all members of the group are ready to board the bus at the designated place and time. If the group is not assembled at that time, the bus driver will call the District transportation department for instructions.</p> <p>In general, students will be required to use District transportation for field trips. A parent who is acting as a chaperone, however, may drive his or her own vehicle and may request that his or her child be allowed to ride with the parent. [See Exhibit D]</p>