

A field trip shall be considered school sponsored if undertaken by a bona fide school organization. It will be considered an extended field trip if overnight lodging must be secured. The following procedures will be in effect for extended field trips:

1. Teacher's must submit required paperwork for an overnight field trip well in advance of the anticipated date. This includes a memorandum to the Superintendent of Schools with a specific agenda of the trip and detailed lodging, meal, and cost arrangements, educational benefit to students, safety and security arrangements, plus any other information which is useful. A Field Trip and Transportation Request and Overnight Attachment form (4531-E) must be completed as well. All regulations listed in 4531-R.1 must be followed.
2. Letter to parents should include:
 - a. Statement of purpose for field trip.
 - b. Rules and regulations that students are expected to follow while participating in the field trip.
This explanation should include the prohibition of alcohol and drug use. It should also include the topic of appropriate behavior and any other rules the field trip supervisors deem appropriate.
 - c. Itinerary, lodging and supervision assignments.
 - d. A telephone number where field trip supervisor can be reached at all times.
 - e. A space designated for parent's emergency telephone number.
 - f. A space designated for any necessary medical information should skilled nursing be needed for any student. (See 4531-R.3)
 - g. A statement that should any student violate the attached rules and regulations governing the field trip, the supervisor(s) has the authority to have that student returned home at the parent's expense.
 - h. A statement that the district reserves the right to determine a student's participation in co-curricular and extra-curricular activities based on academic and behavioral standings. Should a student be denied participation for any of the above reasons, all non-refundable portions of payment will be forfeited.
 - i. A place for the parents' signature to show that they understand and agree with the letter's contents.
 - j. Space for parent's signature and date.

Note: In order for a student to participate, he/she must return the letter signed by parent and containing all requested information.

3. Supervision:
 - a. The numbers of chaperones and details shall be determined at a meeting of field trip supervisor and the appropriate administrator, and will be based upon the nature of the trip, itinerary, lodging facilities, etc. Specifically, overnight safety and security for students must be addressed. This information must be included in the memorandum submitted to the Superintendent.

4. Follow-up:

- a. The final step in the process will be a brief post-field trip conference involving the field trip supervisor and the appropriate administrator. The purpose of this meeting will be a brief review and evaluation of procedure with recommendations for changes in procedure as well as a review of the overall field trip.