

The following guidelines should be followed in arranging for field trips:

1. Teachers must submit field trip request forms to the building nurse at least two weeks prior to the next scheduled Board meeting. The requests must then be sent to the building principal.
2. All field trip request forms must be submitted by the building principals to the Superintendent's Office one week prior to the next scheduled Board meeting.
3. Principals will approve or disapprove all field trip requests.
4. In general, field trips are allowed within a 10 mile radius of the district.
5. Submission of Field Trip Request Form indicates the teacher has:
 - a) Obtained principal's approval for request.
 - b) Contacted the transportation supervisor to discuss the trip and to determine the availability of buses. A copy of the Field Trip Request Form, after approval by building principal, must be sent to the transportation supervisor. This same process must be followed when using private transportation companies.
 - c) Contacted building nurse to determine if special nursing arrangements are needed for students and the availability of a skilled nurse to accompany the students on the trip. (See 4531-R.3)
 - § When a student has a doctor's note that restricts gym and/or playground or outdoor activities and he/she is in a class going on a Field Trip, another doctor's note must be provided to the school nurse authorizing student participation in the Field Trip.
 - d) Arranged for adequate adult supervision.
 - e) Obtained signed parental/guardian permission slips on approved district form, prior to the field trip.
 - f) Prepared a list of students going on trip, to include parents emergency phone numbers, and any skilled nursing needs/medications. A copy of this list must be kept by bus driver, building main office and teacher supervising trip.
6. Use of parent-owned vehicles for the purpose of transporting students to attend approved field trips is prohibited.