# INSTRUCTION

**Administrative Procedure - Field Trip Guidelines**

<table>
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<th>Actor</th>
<th>Action</th>
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| Teacher(s) or administrator proposing the trip | Submits to the Building Principal all trip requests. The request must specifically describe  
* The trip, including possible dates, location, and experience;  
* The trip’s educational value;  
* Transportation requirements;  
* Supervision plans that include, among other things, plans for at least two adult supervisors to be present with every grouping of students;  
* The students who will be involved;  
* The alternative experience that will be provided non-participating students; and  
* A summary and evaluation of any previous similar trip. |
| Building Principal | Uses the following factors to analyze the proposal and prepares a recommendation for the Superintendent or Board, as appropriate.  
Educational value  
Distance to be traveled  
Location  
Travel arrangements  
Fees  
Parent concerns  
Insurance carrier’s liability feedback  
Safety considerations  
Heightened security alerts  
Whether trip is an annual event |
| Appropriate teacher(s) and Building Principal | Makes final transportation arrangements.  
Recruits parents/guardians for supervisory roles, as appropriate.  
Collects signed consent forms and fees from all participating students’ parents/guardians.  
Makes sure all supervisors have a list of the following:  
* Names of all student participants and supervisors  
* Names and specifics of students with special needs  
* Name/phone number of emergency contacts for all students and supervisors  
* Date/time and specific destination of trip  
* Departure/arrival times both to and from destination  
* Name and phone number of transportation company and primary contact in case of emergency  
* Name/phone number of contact at destination  
* Once at destination, where to go in case of an emergency  
* Make final supervisor assignments and inform all supervisors 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, special 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. |

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