

AG 5100 Field Trips

The following protocol pertains to in-state field trips. All over night and out-of-state field trips must be approved by the Board of School Trustees one month in advance of the trip.

Procedures

- All requests must be submitted to the principal on the Field Trip Request Form two weeks in advance.
- Upon approval of a trip by the principal, a copy shall be forwarded to the transportation director for approval.
- The superintendent will have the final approval.

Trip requirements

- Teachers will be trained by the nurse on disbursing any medicine or emergency procedures required for individual students attending the field trip.
- Teachers will contact the food service director at least two weeks in advance of the trip for any sack lunch requests.

Field trips may be denied for the following reasons:

- Failure to comply with pre-trip requirements
- Excessive cost or limited financial resources
- Excessive number of students taking trips on that particular day
- Lack of available drivers

Student to chaperone ratio recommendations:

- Grades PK-2 - 1:10
- Grades 3-6 - 1:12
- Grades 7-12 - 1:14

Adopted: 10-8-19