

FIELD TRIPS AND EXCURSIONS REGULATION

A teacher planning a field trip must get the approval of the Building Principal. The teacher is responsible to make arrangements for transportation through the secretary who is in charge of field trips. The secretary will notify the cafeteria personnel and special subject teachers who are affected

Permission slips must be distributed to each student at least two weeks prior to the trip unless unusual circumstances warrant a shorter notification period. The permission slip will indicate the nature of the trip and specific details such as cost, transportation, departure and return times and meal arrangements. If a parent consents to the field trip, he/she must sign and return the permission slip. Each slip will be checked by the teacher. No student may go on a field trip without parental consent.

The teacher is also responsible for financial arrangements and appropriate supervision. Money collected for trips shall be secured in the Principal's office safe.

The same general procedure will be followed for short community trips.

1st Reading September 24, 2002

2nd Reading & Adoption October 22, 2002