



ALTAR VALLEY SCHOOL DISTRICT #51

Request for Field Trip Approval

Date:

Grade Level:

Requested by:

Class(es) Attending:

Date of Field Trip:

Destination Address:

Departure Time:

Returning Time:

Brief Description of trip/event:

Brief description of education value of trip including standards covered:

No. of Student:

No. of Chaperones:

Student Admission costs:

Total Admission Cost:

Transportation - Max amount of bus riders per bus = 65 (66 or greater requires a second bus)

Flat rate of \$100.00 plus \$4.00 per mile, plus driver rate at \$16.00 per hour

Total miles round trip:

Total Hours:

Total Cost of Transportation:

Total Cost of Trip:

Approval as needed (Initial): Cafeteria: Site Council: Student Council:

Principal Approval:

Date:

Transportation Approval:

Date:

Superintendent Approval:

Date:



Over night or out of state trips require Board approval. Please submit to principal for Board approval.

Memorandum

To:

From:

Date:

Subject:

(Details about trip)

IJOA ©
FIELD TRIPS

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than one hundred fifty (150) miles one way from the school. Longer trips or overnight trips must have Governing Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

Adopted: date of Manual adoption

IJOA-R ©

REGULATION

FIELD TRIPS

Field trips are very useful to encourage learning through exploration of the environment not immediately accessible to the classroom. However, field trips are only one means of achieving an educational objective. Approval of field trips will be based on a number of items such as availability of transportation, budget, personnel, weather, risks, and distance, as well as educational objectives.

It will be the responsibility of the staff and the principal to organize field trips so that an experience is not repeated yearly for a student or group of students. There might be some justification for repeating an experience, but generally the same field trip will not be repeated for any one (1) student within a three (3) year cycle.

The cost of transportation for field trips must be included in budget planning. Each teacher who wishes to plan field trips should make tentative plans with the principal during budget planning. Such plans should include the place, time, and educational justification for each field trip. The District will attempt to have some capacity for scheduling field trips beyond those requested by the teachers as part of the budget process, but there can be no assurance that such unbudgeted trips can be accommodated.