

2002-AR (Field Trips) Unapproved Field Trips Sample Letter

**SAMPLE LETTER**

Dear Parents and Students,

It has come to my attention that students are currently planning a ski trip to Schuss Mountain from December 18-22. We do find it necessary to make sure that all persons involved understand that this is not a school-sponsored, school-authorized or school-approved trip. It is my understanding that there will not be a certified teacher in attendance the first two days of the trip. The Walled Lake School District has no connection with this trip, will not be providing supervision of any kind, and assumes no responsibility for any aspect of this activity.

We must also advise all concerned that since this is not a school function, no school facilities can be made available except under the provisions of existing Board policies relating to non-school groups. Likewise, the Walled Lake School District cannot be involved in any promotional support, such as teacher participating during school hours, announcements, use of school materials, etc. Should parents decide to absent their youth from school for this activity, it will be necessary to follow the established attendance procedure at Walled Lake Central.

Please do not hesitate to call me should you have questions about this matter.

Sincerely,

Principal

7/1/93