

**INSTRUCTIONAL RESOURCES:  
FIELD TRIPS  
EFD (REGULATION)**

**PRINCIPAL'S RESPONSIBILITY**

The principal, with information from the teacher, will carefully consider each request for a field trip and approve only those trips with instructional value outweighing any loss of regular instructional time.

Each school will be allocated funds in its budget for field trips and must stay within its budget.

**TRANSPORTATION FOR FIELD TRIP**

Transportation for all field trips must be provided by the District. Use of private cars will not be permitted for any field trip. When feasible, two or three classes will use the same bus.

Students will not participate in a field trip without notification and written consent of a parent or legal guardian.

**PLANNING THE FIELD TRIP**

The District will pay any entrance fee or performance fee.

The following guidelines will apply:

1. The Request for Field Trip Approval form must be completed no less than 30 days prior to the trip and submitted to the principal for approval. [See EFD(EXHIBIT)]
2. Transportation and reservations will be arranged by the principal or his designee, upon receipt of approval.
3. Transportation and the itinerary will be confirmed a week before the trip.

Approved – October 2006