

Pleasant Valley School District

SCHOOL-SPONSORED FIELD TRIP/EXCURSION AUTHORIZATION

School-sponsored trips include any trip or excursions made in conjunction with courses of instruction or school-related social, educational, cultural, or athletic activity. Site Administrator, Superintendent or designee approval is required for all trips no later than 20 days prior to the trip. If Board approval is required, submit at least 90 days prior to any trip: 1) exceeding 200 miles one-way; 2) involving watercraft; 3) or overnight.

TO BE COMPLETED BY CERTIFICATED PERSON IN CHARGE OF TRIP

(must be typed)

School \_\_\_\_\_ Classroom #(s) \_\_\_\_\_

Teacher(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Destination (including address) \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ Return Date \_\_\_\_\_ Time \_\_\_\_\_

If trip is extended period of time, attach separate sheet explaining why trip must be taken during school days rather than vacation.

Number of miles one-way: [ ] Less than 200 miles [ ] More than 200 miles - (Board approval required)

Transportation methods(s) used [ ] to / from [ ] at Destination: (Check all that apply):

[ ] SPAB-approved Bus [ ] Walking [ ] Train [ ] Boat [ ] Parent Driving (Own Student) Other: \_\_\_\_\_

Lodging Type, Name and Address: \_\_\_\_\_

Meal Order Form: If a mealtime occurs during this trip, please fill out the Meal Order Form & give to the kitchen 2 weeks prior.

SST Curriculum Detail (6153 E-4) MUST BE ATTACHED

# Students Anticipated \_\_\_\_\_ Minimum # Chaperones Required \_\_\_\_\_

Adult/child ratio is a minimum of 1:10 except as follows. Wading in water: number to exceed 1:10 ratio as appropriate for safety. Swimming: Grades K-3 = 1:4; Grades 4-6 = 1:8; Grades 7-8 = 1:10. These ratios also apply to lodging where students are allowed access to pools/spas. Watercraft trips: 1:5; if adults own child is with him/her, ratio is 1:4 (including the adult's child).

BOARD OF TRUSTEE APPROVAL REQUIRED: [ ] Yes [ ] No [ ]

I/WE HAVE READ AND WILL ABIDE BY BOARD POLICY AND REGULATION 6153, SCHOOL-SPONSORED TRIPS

CERTIFICATED – ALL Employee(s) in charge Name(s):

\_\_\_\_\_

Signature(s) of ALL Employee(s) on trip \_\_\_\_\_ Date \_\_\_\_\_

SITE ADMINISTRATOR APPROVAL

Approved [ ] Denied [ ] by Site Administrator: \_\_\_\_\_ Date \_\_\_\_\_

DISTRICT APPROVAL

Approved [ ] Denied [ ] Approved [ ] Denied [ ] Approved [ ] Denied [ ]

Ed. Services \_\_\_\_\_ Student Services \_\_\_\_\_ Risk Manager: \_\_\_\_\_

If conditional approval: \_\_\_\_\_

BOARD OF TRUSTEES APPROVAL

Approved [ ] Denied [ ] by Board on \_\_\_\_\_

Date DO Received: \_\_\_\_\_ emailed to site/bus/food: \_\_\_\_\_ saved in distoff contract folder & Req., if one \_\_\_\_\_ date: \_\_\_\_\_