

SCHOOL TRIPS

4.181

- I. School trips within and out of the District shall be approved in writing by the School Principal at least eight (8) days in advance of the scheduled trip and submitted to the Transportation Assistant if transportation is required and forwarded to the Superintendent for final approval including trips that do not require school transportation.
- II. Any school trip that involves an overnight stay shall be approved in writing by the School Principal and submitted to the Superintendent or designee in advance of the scheduled trip. All overnight trips must be approved in writing by the Superintendent prior to the trip.
- III. An approved permission form from the students' parent(s) or legal guardian shall be required for any student who attends any school trip. All requests for permission shall include a summary of the trip itinerary, the date and time of the trip planned, the mode of transportation, the cost to the student, and any other information deemed pertinent to the trip. The permission form shall be kept on file.
- IV. Proper educational arrangements shall be made for any student(s) who does not attend an educational trip.
- V. No student shall be denied participation in an educational trip during class time because of an inability to pay of admission or other incurred expense.
- VI. Chaperone's shall be required for school trips in accordance with the Superintendent's policies and procedures.
- VII. School buses and private cars may be used for school trips in accordance with the School Board Rules.
- VIII. School trips shall be planned to avoid conflicts with testing schedules and other planned events.
 - A. School trips shall not be scheduled during the last two (2) weeks of any school year without Superintendent/designee approval.
- IX. All Out-of-State school trips shall be approved in writing by the School Principal and the Superintendent, or the Superintendent's designee, in advance of the scheduled trip.

BRADFORD 4.181

- A. Requests to the Superintendent shall include, at a minimum, the following information:
 - 1. Students who are eligible for the trip;
 - 2. The purpose and objectives of the trip;
 - 3. A detailed explanation of plans, procedures, and sources for obtaining funds.
 - 4. The proposed trip itinerary including dates and times, mode of transportation. Scheduled stops, and lodging; and
 - 5. The names of chaperones.
 - B. Approval shall be secured prior to any commitment of the school or initiation of activities to finance the trip.
- X. All international school trips shall be approved in writing by the School Principal, the Superintendent, and the School Board at least thirty (30) days in advance of the scheduled trip.
- A. Requests to the School Board shall include, at a minimum, the following information:
 - 1. Students who are eligible for the trip;
 - 2. The purpose and objectives of the trip;
 - 3. A detailed explanation of plans, procedures, and sources for obtaining funds.
 - 4. The proposed trip itinerary including dates and times, mode of transportation. Scheduled stops, and lodging; and
 - 5. The names of chaperones.
 - B. Approval shall be secured prior to any commitment of the school or initiation of activities to finance the trip.

STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1006.21, 1006.28, F.S.

HISTORY: ADOPTED: _____
REVISION DATE(S): 06/14/2008
FORMERLY: 5.24, 9.24