



**REQUEST FOR FIELD TRIP APPROVAL**

A field trip is an educational event where students and teachers leave a school site. Transportation may be required. Approval is required before leaving the school site. Field trips will relate directly to the Individual Educational Plan (IEP) goals and objectives and/or the program goals and objectives for the particular exceptionality or program involved. Field trips shall be planned and implemented with special attention to the safety and welfare of the students who are involved. [Board Policy – 6153]

Program \_\_\_\_\_ Site \_\_\_\_\_  
 Instructor in Charge \_\_\_\_\_ Organization Co-Sponsor \_\_\_\_\_  
 Date of Request \_\_\_\_\_ Field Trip Date \_\_\_\_\_  
 # of Pupils \_\_\_\_\_ # of Adult Chaperones \_\_\_\_\_ # of Male Pupils \_\_\_\_\_ # of Female Pupils \_\_\_\_\_  
 Names of Chaperones: \_\_\_\_\_

# of Male Adults \_\_\_\_\_ # of Female Adults \_\_\_\_\_ # of Teachers \_\_\_\_\_  
 # of Volunteers \_\_\_\_\_ (**SCCOE FINGERPRINT CLEARANCE REQUIRED**)

**DEPARTURE**

**ARRIVAL**

Time	Place	Time	Place

**Estimated Reimbursable Costs**

Food \$ \_\_\_\_\_ Personnel \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_ Transportation \$ \_\_\_\_\_ Fees/Charges \$ \_\_\_\_\_  
 TOTAL COSTS \$ \_\_\_\_\_

**TRANSPORTATION**

Mode of Transportation \_\_\_\_\_  
 COE Vehicles Assigned \_\_\_\_\_ Drivers Assigned \_\_\_\_\_  
 Time Leave Starting Point \_\_\_\_\_ Time Start Return Trip \_\_\_\_\_  
 Special Instructions \_\_\_\_\_

**SPECIFIC INDIVIDUAL and/or PROGRAM GOALS and OBJECTIVES TO BE ACHIEVED**

**TYPE OF FIELD TRIP (see back) Please circle one:** CLASS I CLASS II CLASS III CLASS IV

**APPROVALS (see back page)**

Program Administrator: Approved/Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
 Director: Approved/Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
 Asst. Superintendent: Approved/Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
 Cabinet: Approved/Disapproved \_\_\_\_\_ Date \_\_\_\_\_

### **TYPE OF FIELD TRIPS**

- Class I:** Within walking distance of school site; 50% or less of the school day to complete; no transportation requirements; no school funds required. All volunteers need to be fingerprinted.  
*APPROVAL:* Program Administrator
- Class II:** Beyond walking distance, but within Santa Cruz County; will not exceed normal school day; use County Transit system or COE vehicles; school funds required. All volunteers need to be fingerprinted.  
*APPROVAL:* Program Administrator/Director
- Class III:** Out of county; may exceed school day, but not overnight; use COE vehicles, charter bus or other arrangements, school funding required. All volunteers need to be fingerprinted. All driver forms on file.  
*APPROVAL:* Program Administrator/Director/Assistant Superintendent/Cabinet
- Class IV:** Has unique requirements of distance, time, transportation or other costs and, therefore, fails to meet requirements of any of the other classifications. All volunteers need to be fingerprinted. All driver forms on file.  
*APPROVAL:* Program Administrator/Director/Assistant Superintendent/Cabinet

### **REGULATIONS**

1. Parental permission slips for field trips shall be on file for each student participating. The teacher shall ascertain that all pupils' records are on file and note any need for a pupil to receive special medication while she/he is on the field trip.
2. The teacher shall submit a field trip plan on the prescribed form to the Program Administrator at least **10 days** before the planned event. Teacher shall: a) describe objectives from program goals; b) indicate method of transportation and c) list the itinerary. The plan shall respect regulations governing transportation when this service is required.
3. The Program Administrator shall act on each written request for a field trip as soon as possible following receipt of the request and forward it to other authorities as necessary that will also act expeditiously to approve/disapprove the request.
4. Teacher will notify parents of planned field trips by letter. (After the field trip approval has been obtained from appropriate persons).
5. Required for Class III and Class IV field trips only. If in the judgment of the teacher the event was an outstanding success or problems were encountered, the teacher shall submit a field trip evaluation within 24 days.
6. The Superintendent will make no payment of reimbursement for food, lodging, or other personal expenses without prior approval.
7. The Superintendent will authorize and approve transportation costs (in addition to normal costs of operating the classes) when applicable. The parent is responsible for all other expenses. With permission of the Program Administrator, the teacher may also use donation funds.
8. Out-of-County and/or overnight field trips are permissible when sound educational goals are evident, as determined by the Program Administrator, and when transportation can be provided without interfering with the regular transportation system. All out-of-county or overnight field trips shall require prior approval of the **Cabinet**.
9. Class I and II field trips which have been approved in writing and which are regularly scheduled and designed to achieve curriculum goals and objectives, require only prior notification to parents as well as approval from the Program Administrator as to departure time, destination, and expected return.