

INSTRUCTIONAL RESOURCES
FIELD TRIPSEFD
(REGULATION)

APPROVAL	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. A Request for Field Trip Approval must be submitted to the principal for approval no fewer than 14 days prior to the trip. The Food Service Department should be notified at least 72 hours prior to the Field Trip.
FUNDING	The principal will be responsible for determining if funding is available and the budget or account from which the trip will be funded.
SCHEDULING	Effort should be made to schedule Field Trips between the hours of 8:30 a.m. and 3:00 p.m. Except trips for UIL activities, after-school trips may be scheduled only after 4:15 p.m. Transportation arrangements and the itinerary will be confirmed a day or two before the trip.
CONSENT	Students will not participate in a field trip without written consent of a parent.
TRANSPORTATION	The teacher or sponsor will forward the completed Field Trip Transportation Request to the transportation department 10 days prior to the date of the trip. Buses and drivers will be assigned as available and on a first-come, first-served basis. Whenever possible and within legal limits, two or more classes will be encouraged to use the same bus when taking the same field trip. The bus driver will communicate to the teachers/sponsors the time the bus must depart from the field trip site to arrive back at the school by 3:00 p.m. Teachers and chaperones must ensure that all members of the group are ready to board the bus at the designated place and time. If the group is not assembled at that time, the bus driver will call the District transportation department for instructions. In general, students will be required to use District transportation for field trips. A parent who is acting as a chaperone, however, may drive his or her own vehicle and may request that his or her child be allowed to ride with the parent.
MEALS	If a field trip requires students to be away from their campus during lunch, teachers or sponsors should consider requesting sack lunches from the campus' food service department to be taken on field trips. This prevents the monetary loss to the food service department for a decrease in student meals served.