



TRIP REQUEST PROCEDURES

- All trip requests must be submitted on the appropriate form to the Principal for approval. The request is then forwarded to Mr. Ben Maddox, Director of Facilities and Operations
- First semester trip requests shall be submitted by the last day of August. Second semester trip request shall be submitted by the last day of January. Any late submissions will NOT be approved.
- After approval/denial of any trip request, a copy of the request will be returned to the school for notification purposes. Copies of all approved and denied trips requests are kept on file at the central office.
- If the trip is approved, the request will be forwarded to Transportation for scheduling. For any trip in which the sponsor/coach are driving themselves, a bus will be scheduled by the Transportation Department.
- Non-competitive field trips are billed at the following rates: \$30.00/HR minimum two hours.
- Overnight and/or out-of-state trips must include room(s) and meals for the bus driver(s). The school cafeteria must be notified to prepare for meals if needed.
- The school district employee(s) in charge of trip must secure written parental permission forms for each student traveling on a trip. Note: The employee in charge should be aware of any special health problems of students participating (i.e. medications, allergies, etc.)
- The school district employee(s) in charge of the trip must provide the Principal with a list of students and parental contact numbers. The principal will provide a copy of that list to the Director of Facilities and Operations.
- The school district employee(s) must also provide chaperone information to the principal (i.e. Who are the chaperones?; How many students per chaperones?; etc.) Note: All non-district employees that are chaperoning a trip must submit to a background check and be pre-approved through Human Resource prior to chaperoning any trip. All trips are subject to last minute cancellation if unforeseen circumstances arise.