

DE SOTO AREA SCHOOL DISTRICT

352-Rule

STUDENT TRIP APPROVAL PROCEDURES

Field Trips

1. At least two weeks prior to the date of the event the trip request shall be submitted to the building principal for approval.
2. The request shall include the trip times, locations, and an itinerary.

Overnight

1. Planning request - the Activity Sponsor shall request permission from his/her Principal 5 months in advance (unless unusual circumstances exist as determined through discussions between the Sponsor, Principal and Superintendent) to plan an overnight trip. The planning request shall include an estimate of cost, itinerary for the trip, the number of chaperones anticipated, along with any other information that will help the administration and School Board understand what is requested and what is the related educational value. This request will be forwarded to the Board of Education for discussion and possible approval. The Activity Sponsor must be present at the Board meeting during which the planning request is discussed.

Once the planning request has been granted, the Activity Sponsor may begin planning the details of the requested trip.

2. Final approval - a minimum of one month prior to the planned trip the Activity Sponsor will provide the Principal with the itinerary of the trip, including a schedule of events and times, actual cost of the trip per individual, list of students planning to attend, list of chaperones who will be taking the trip, and any other information that will help the administration and Board know that all details have been taken care of.

The request will be forwarded to the Board of Education for final approval. The Sponsor must be present at the Board meeting at which the final approval is discussed.

Student permission slips are required for all students attending the trip.

Background checks are to be completed in advance of the trip for all chaperones.

All other requirements established through the student and activity handbooks.

Procedures will be followed that will insure safety and the elimination of tobacco, alcohol and other controlled substances.

3. Overnight trips may not be scheduled which will interrupt school calendar events such as quarterly or semester exams, concerts, plays or major dances.
4. Exempt Activities - activities that are an integral part of the regular program of offering for the District that utilize overnight trips are exempt from this policy. Examples include: Dorian music festival (Band and choir), Student Council activities, **FFA activities**, earned athletic events, such as the state tournament and Forensics. Planning and all details are to be cleared through the Principal and Athletic Director.

APPROVED: January 14, 1991

REVISED: March 12, 2007
