

Regulations
Section I - Instruction
Field Trips
IICA-R
Active
September 12, 2022

Principal Received:	
Director of Operations Received:	
Bus Shop Received:	
Bookkeeper Received:	

Field Trip Application

- ❖ Complete this form for all pupil trips, regardless of method of travel.
- ❖ The Director of Operations should receive this form no later than four (4) weeks prior to the trip. If it is received after that the trip will not be approved.
- ❖ The trip must be paid in full one week prior to the scheduled date of the trip.

Part I

Teacher(s): _____ Grade: _____

Class or Subject _____

Destination _____

Date Filed _____ Date of Trip _____

Departure Time _____ Return Time _____ Number of Buses _____

Number of Students _____ Number of Adults _____ Total _____

Name of Bus Company _____

See Page 3 for Field Trip Transportation Estimator

Total cost per student: _____ Total cost: _____

Total miles (round trip): _____

Part II

Written permission from all parents concerned will be obtained and filed. No change will be made in the destination, purpose, date, bus or driver, without notifying the superintendent's office. Any damage or accident will be reported at once. One copy of this application will be returned, with the report of the completed trip filled in, to the superintendent's office within three days after completion of the trip.

I am convinced that this requested field trip is pertinent to current class activities, has been planned by teacher and pupils, is not primarily a pleasure trip, and will have a teacher-pupil follow-up which will justify it as a learning activity, contributing more to pupil growth than would a similar period spent in the classroom.

Principal Signature: _____ Date: _____

Approved: _____ Date: _____

Part III

How will this trip correlate with your curriculum? Please cite specific objectives from your curriculum guide or State SOL's.

What instructional activities will be used to prepare students to benefit from this trip?

What activities will students participate in during this trip?

How will students' learning be evaluated?

In your professional judgment, why is this trip the best way to teach the objectives cited above?

Field Trip Transportation Estimator

Number of Hours

(add 1/2 hr. for bus clean up*)

Bus Driver Rate \$16.15 X _____ = _____ (B)
 Total Hours* **Total driver cost**

Number of round trip miles: _____ Divided by 7 for bus = _____ (C)
 Divided by 20 for car/van = _____ (D)

Bus cost = Miles(C) _____ X \$4.50 = _____ (E) per bus

Car/Van cost = Miles(D) _____ X \$3.75 = _____ (F) per vehicle

Total cost for driver and fuel (B+E+F) = _____

Organization _____

Destination _____

Address _____

Date of trip: _____

Date paid: _____

Comments: _____

Performances and Trips

- All field trips must be approved according to regulations adopted by the School Board.
- Clubs are responsible for the full cost of the trip.
- Overnight trips must have School Board approval.