



ADMINISTRATIVE MEMORANDUM

FIELD TRIPS | 7004.1

In accordance with Red Clay Consolidated School District Board Policy 7004 Field Trips, school and District personnel are permitted and encouraged to undertake planned field trips that have educational merit and that complement approved curriculum goals.

This administrative memorandum establishes the District's administrative procedures governing field trips. These procedures apply to any field trip sponsored by a District school.

Field Trip Application Process

A teacher who wishes to sponsor a field trip ("sponsor") must obtain prior approval of the trip through the following application process:

1. At least 20 days prior to the date of the trip, the online Field Trip Request Form must be approved by the principal. An uploaded copy of the District's parent/guardian permission slip that will be used for the trip must be attached to the form.
 - a. If the trip involves overnight, out-of-state, or out-of-country travel, the sponsor must complete the section for overnight or out-of-country travel.
 - b. If the duration of the trip is greater than three days, the sponsor must attach an itinerary with the details for the additional days.
2. Upon submission of the required form, the request is routed to the sponsor's principal for building-level approval.
3. Upon building-level approval, the request is routed to the Transportation Department for verification of bus availability and a rate quote.
4. Within 48 hours of receiving the request, notification is sent by the Transportation Department to the sponsor to provide confirmation of bus availability and a rate quote.
 - a. If the Transportation Department does not have buses available, they will recommend other carriers that may be used to provide transportation for the trip.
 - b. The sponsor has the right to get a quote from another carrier once the trip has been quoted by the Transportation Department. If the carrier provides a lower quote, the sponsor must advise the contractor and must forward the quote to the Transportation Department.
 - c. A rate schedule and bus rules for field trip transportation may be determined by the Transportation Department.
5. Upon confirmation of bus availability, the request is routed to the appropriate Director of Schools for final, District-level approval.
6. Upon District-level approval, notification is sent to the sponsor and to the Nutrition Department to inform them that the trip is approved.



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

Field Trip Sponsor Responsibilities

Once the sponsor has obtained approval of the trip, and prior to the date of the trip, the sponsor must do the following:

1. Complete a professional absence request.
2. Obtain Red Clay parent/guardian permission slips from all students going on the trip.
3. Provide the principal or the principal's designee with an alphabetized list of the names of all students going on the trip.

The sponsor is responsible for ensuring that all applicable Board, District, and school guidelines are followed during the course of the trip. Specifically:

1. An alphabetized list of the names of students on the trip must be in the sponsor's possession at all times.
2. At least one professional staff member must be assigned to each bus.
3. Additional guidelines governing field trips are established in state laws and regulations, Board policies, administrative memoranda (see "Meeting the Medical Needs of Students on Field Trips" and "Student Data Required for Field Trips"), and the Student Code of Conduct.

Questions about the information contained in this administrative memorandum should be directed to the appropriate Director of Schools.