

## East Dubuque Unit School District #119 Request for Field Trip/Activity

**6:240 Field Trips**

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, and other costs. The District will provide free or reduced price meals to eligible students on curriculum-related field trips. Fee waivers only apply to required and instructional fees and not to optional fees; however, the District may, at their discretion, pay such costs. If the field trip is completely optional in nature and the student is not being graded on participation, then the District is not required to waive the fee.

All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or constructed to be sponsored by the district or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

Field Trip/Activity:	
School Contact Person:	
Additional Chaperone(s):	
Date:	
Location:	
Mode of Transportation:	
Departure time:	
Estimated Return Time to E.D.:	
Cost to the student/family:	
Expected Educational Value: (please attached an additional page if more space is needed)	

Complete this form and submit to the Superintendent **prior** to making any formal arrangements or commitments. Attach any supporting documents you wish to be considered. Once approved, this document will be returned and the process may begin. Submit the signed and approved document and the Transportation Request Form to your Principal and the Transportation Director. If any changes in location, process, date or cost occur, the changes must be approved. All documentation related to the event, (parent letters, fliers, etc.) need to be attached for final submission to the District office within five business days after the event to be maintained for audit and grant purposes.

Requestors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_