Procedures

## FIELD TRIPS PROCEDURES

1. The administration is aware of the need for and desirability of field trips to enrich students' experiences. These trips must be planned in advance and designed to augment the teacher's lesson plans. Forms will be available to each teacher who reques

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- 6. No field trip will be approved during the year's last fifteen (15) school days.
- 7. The person initiating the request for the field trip shall be responsible for meeting all requirements related to the trip.

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- 8. All field trips must have at least one chaperone per ten (10) students.
- 9. Students participating in extended, out-of-state field trips must have insurance on file with the trip sponsor in accordance with these procedures.

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