

**FIELD TRIPS**

Field trips may be approved by the principal when reasonable educational objectives can be established.

Recommended by KASB 10/98  
Approved by BOE 2/8/99

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Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

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